

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: Lake County Library System
Acceptance of Gifts

Number: LCC-14

Cancel: 11/2/93

Approved: 3/16/99

I. OBJECTIVE

To establish criteria and policy for the acceptance of non-monetary gifts by the Lake County Library System and its member libraries. Monetary gifts are accepted according to individual Member Library policy.

II. DEFINITIONS AND REFERENCES

A. Member Libraries:

Libraries which meet the "Guidelines and Minimum Standards for Public Libraries Entering the County Library System", Lake County Policy Number LCC-7; and which through their local governing bodies, have entered into an Interlocal Agreement with Lake County to provide library service to the residents of Lake County.

B. Non-monetary Gift or Donation:

Any materials, library materials, goods, supplies, furnishings or equipment offered for library use and control.

C. Library Materials:

Include but are not limited to the following formats: Books, video recordings, audio recordings, art works, maps, computer software and periodicals. As new technologies are developed, these formats may change.

III. DIRECTIVES

A. The Lake County Library System and its member libraries accept non-monetary gifts donated by individuals or organizations. These gifts are accepted with the understanding that they may be used, sold, or disposed of as the receiving member library determines appropriate. All gifts must be irrevocable and final.

- B. Donations are considered with the explicit understanding that factors such as duplication, community interest, processing costs or space may prevent their addition to the collection.
- C. Donated library materials are subject to the Lake County Library System Materials Selection Policy, Lake County Policy Number LCC-11.
- D. The Libraries do not appraise the value of donations for tax purposes. Library staff will provide a copy of the donation receipt, giving the total number of items donated and the date of the donation, when so requested. "Attachment A" is a typical donation receipt.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.



Welton G. Cadwell, Chairman
Board of County Commissioners
Lake County, Florida