



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Donations of Library Materials or Books

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Implementing Procedure For Policy # 3.07

Date Approved: 4/25/05

Division: Instructional Affairs

Purpose

The donation of materials or books to the CF Learning Resources Centers/Libraries is accepted with the understanding that the libraries may dispose of them or add them to the collection at their discretion.

1. Responsibility for Accepting Gifts of Materials to the Library

- 1.1. The responsibility of accepting gifts to the library collection lies with the Dean of Learning Resources.
- 1.2. CF Librarians follow the procedures set forth in the Collection Development Procedure for Policy 4.03

2. Donations Acknowledgement

- 2.1. Donations are accepted but not solicited.
- 2.2. Donors are clearly informed that disposition of donated materials will follow the criteria set forth in the Collection Development Procedure.
- 2.3. The donors' name, address and a brief description of the items donated are received with the donation to acknowledge receipt.
- 2.4. A receipt letter is sent to the donor, copied to the Senior Vice President, Administration and Finance and includes the statement: "all gifts of print and non-print materials to the LRC are accepted only if given unconditionally as to their disposition or location. The LRC will acknowledge but cannot legally appraise gifts for tax purposes. Any complete listing of donated titles or appraisal for income tax purposes of a gift of materials to the LRC is the responsibility of the donor."

3. Processing of Donations

- 3.1. Materials which do not present preservation problems, are in good condition and pass the criteria for selection are considered for inclusion in the collection.
- 3.2. Materials which are obsolete, superseded or have slight value due to condition or content and do not meet selection criteria are not added to the collection.

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- 3.3. Materials which are accepted for the collection are processed as time permits and then added to the collection.
- 3.4. Materials included in the collection follow all guidelines for normal collection maintenance and replacement.

Vice President for Instructional Affairs

Date

Approved by President

Date