

# Orange County Library System Gift Policy

The Orange County Library System (Library) welcomes gifts from individuals and organizations. These gifts can include:

- Books and other library materials
- Gifts of money and marketable securities
- Gifts in kind

All gifts are accepted with the understanding that upon receipt, the Library becomes the owner. As such, the Library reserves the right to sell, trade, and/or dispose of gifts and determine all other considerations relating to their use or display. Generally, gifts may not be accepted if the donor wishes to place any limitations or restrictions on their use or disposal.

## **Books and Other Library Materials**

Donated materials are expected to meet the same standards of quality and relevance to the collection as materials selected for purchase by the Library. Accordingly, gifts are evaluated in light of the following criteria:

- Ability to add depth or breadth to the existing collection
- Consistency with Materials Selection Policy
- Physical condition of material
- Currency and relevancy of material to our collection

Upon request, the Library will be happy to provide a written acknowledgement of your gift.

The Library cannot use materials in certain subject areas which may be dated or in certain formats which may not be considered able to be sold in our bookstore. Such materials may not be accepted by the Library as a donation. Other materials which may be refused are materials which show signs of damage, mold or infestation. Certain locations may be unable to accept donations at particular times due to space considerations. In such situations staff will recommend the nearest location at which materials may be accepted.

Materials not selected for addition to the collection may be eligible for sale in our Friends of the Library Bookstore and Branches. Proceeds from these sales are returned to the Library as financial support for Library initiatives and projects.

Requests to have materials temporarily housed in the Library, i.e., materials that are not outright gifts will be considered on a case by case basis. Generally speaking however,

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such requests will not be honored unless their benefit to the community as determined by the Library Director outweighs the administrative procedures and costs required to service them.

### **Gifts of Money & Marketable Securities**

Gifts of money and marketable securities are always welcome. Information on making contributions to the Library may be obtained by contacting the Community Relations office at (407) 835-7480. Monetary gifts of \$ 25 or more will be acknowledged with a letter from the Library.

Larger bequests may be made to the Library to establish a permanent endowment. A gift of \$10,000 or more can fund such an endowment for technology, children's programming, or various parts of the collection. Generally, the principal would not be spent but the earnings would be used to support the designated service.

### **Gifts in Kind**

All other gifts including equipment, furniture, art work, antiques, and real estate will be accepted or rejected after consultation with the Library Director. Factors including suitability to the Library's mission, décor, condition, and availability of space will be considered.

### **Appraisals and Income Tax Deductions**

The appraisal or establishment of a gift's value for tax purposes is the responsibility of the donor. As an interested party, the Library is prohibited from determining such a value. The Internal Revenue Service requires that gifts in excess of \$5,000 be documented by Form 8283. This form has a place for an appraiser to determine the value of the gift and for the Library to indicate receipt of the gift.

### **Friends of the Library Book Endowments**

The Friends of the Orange County Library System, Inc. is a 501(c)(3), not for profit, organization which directly supports the Library through monetary contributions. A convenient way to recognize or honor an individual is to purchase a book endowment through the Friends of the Library. Each \$300 endowment results in the annual purchase of a book in the general subject area chosen by the donor.