

**Friends of Lancashire Libraries
Library Donation Form**

Lancashire Library Service welcomes and encourages donations of resources and or materials from 'Friends of Library' groups to support its current and future service delivery. Donations of resources and or materials should be approved by a Lancashire County Council Library Officer prior to acceptance, in order to ensure the item meets the current Library standards and specifications set out in the relevant policy and procedure.

Details of donation

Name of group:
Description of donated item(s):
Library site:
Donation received by (Library staff member):

Terms and conditions of donation

By accepting and signing this form, I hereby agree that:

1. Donations of resources and or materials that are accepted by Lancashire Library Service become the absolute and unconditional property of Lancashire Library Service and cannot be returned to the donor.
2. Once Lancashire Library Service takes possession of an item, Lancashire Library Service is free to make all decisions in accordance with its established policies and procedures with respect to the retention, storage, processing, use, and disposal of that item.
3. Once Lancashire Library Service takes possession of an item, Lancashire Library Service becomes liable to ensure the item is fit for purpose and is maintained in line with current policy, procedure and insurance requirements.
4. In accordance with Lancashire Library Service's established policy and procedure, donors are granted the same right to access and use the resources and or materials they have contributed as other members of the public.

On behalf of the group named above, I hereby agree to the terms and conditions of donation, as detailed in this document
Signature of group representative: Print name: Date:
Address (including postcode): Telephone Number(s): Email:

For further information, support and guidance, please contact Lancashire Library Service in one of the following ways:

1. Email library@lancashire.gov.uk
2. Telephone 0300 123 6701
3. Visit one of our libraries and ask a member of staff