



Library and Information Technology Library Gift Donation Policy

Summary

Library and Information Technology (L&IT) is pleased to accept library donations.

Objective

The purpose of this internal policy is to ensure library staff follows the procedures to accept a library donation.

Requirements

If a library user wants to speak to someone about donating books to the library, refer them to the Manager of Reference/Information Services. If a library user brings a book(s) to the Reference Desk that they want to donate to the library, please ask the library user for their name and address so that a thank you letter can be sent to the library user. If the library user does not want to give their name, please make a note that indicates that the book(s) are an anonymous donation(s) and then give the book(s) to Manager of Reference/Information Services (ext. 7-3228).

In the Reference Desk file drawer, is the Gifts Policy/Procedures form. Please use this form for any donations that occur when the Manager of Reference/Information Services is available. Please explain to them the Gifts Policy or give them a copy of our policy form from the folder. Please see the Manager of Reference/Information Services for more supplies of these forms and for any further questions concerning a gift donation.