



# Donated Books and Other Materials Procedure



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# Donated Books and Other Materials Procedure

The library receives the materials from the donor.



The college librarian assesses if the materials fit into the selection/acquisition policies of the library.



The college librarian can accept or refuse the library collections as a gift/donation. If accepted, letter of acknowledgement should be sent to the donor of the gift or donation to be signed by the college librarian, dean of the college, and/or the president of the institution