

BBC Library Gift Procedure

1. The Library Team will maintain a list of books and/or DVDs to offer as suggestions to anyone wishing to make a gift to the library. All donated items must meet standards established for the BBC Library. Cash gifts may also be given.
2. When a memorial or honor gift is received, the Library Team will notify the family of the person in whose memory it is given or the person in whose honor it is given.
3. The Library Team will ask the Financial Assistant to send the donor a written acknowledgment of the gift. Valuation of any nonmonetary gifts is the responsibility of the donor.
4. A media plate noting the person in whose memory or honor the item was given, the donor, and the date given will be affixed to the item.
5. The gift will be listed in the library online catalog.

Effective date: August 4, 2010

Revised date: April 8, 2012