



JOHN F. KENNEDY MEMORIAL LIBRARY

Donating Books to the Library

Thank you for donating materials to the JFK Memorial Library. We welcome books and other information resources which strengthen the collection and support the University's educational programs.

All gifts receive careful consideration by library staff. Materials appropriate to be added to the library's collection include recently published books in subjects collected by the library, additional copies of high use items, and additional copies of items currently on course reserve. Items which fall outside of the library's collection subject areas, outdated textbooks and computer books, duplicate copies of low use items, materials in poor physical condition, and similar items will not be accepted.

Gift materials are given to the library without condition. Upon receipt, gifts become the property of the University. The Library reserves all rights to determine addition to the collection or disposal. Items not added to the collection may be given to other libraries, sold to raise money to purchase other items, or given away for free.

If you have any questions about donations of books please contact Alicia Guzman at aguzm141@calstatela.edu or 323.343.4896.

Request for Letter of Acknowledgement

If you would like to receive a letter of acknowledgement complete below and give to a library staff member at the Circulation Desk, Library North 1st Floor along with the materials you are donating. The letter of acknowledgement will not include a list of donated items or an estimate of the value of the gift. The appraisal of a donation is the responsibility of the donor.

Title _____ Name _____

Mailing address _____

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Number of books donated _____ Today's date _____