

Gift Books
Procedures Manual
rev. 8/12/09

We occasionally receive donated books. For these, we do not create a PO because they are not purchased. However, we create a gift plate for the person who donates the book to the library and place it in the middle of the back of the cover of the book.

The following is the link to our gift plates:

<\\tamba\library\Depts\TechService\Acquisitions\Gift Plate Templates>