



## Long Beach City College Library Request for Letter of Acknowledgement Form

Thank you for donating materials to the LBCC Library. We welcome gifts of books or materials that strengthen the collection and support the College's educational programs.

Gifts become the unrestricted property of the LBCC Library. Donations are irrevocable. The Library reserves the right to determine the course of action with donated materials.

Upon receipt, gifts are examined and given careful consideration by the Collection Development Librarian in accordance with the Collection Development Policy. Items not added to the collection will be offered to other libraries, charities or otherwise disposed of as deemed fit by the Library.

To learn more about accepted and unaccepted gift materials, claiming a tax donation or to view the full Donation Policy, please visit <https://www.lbcc.edu/post/book-materials-donations>. For your convenience, a hard copy of the Donation Policy is available at the LAC and PCC Circulation desks.

If you have any questions about the donation of books or materials, please contact Shamika Simpson at [ssimpson@lbcc.edu](mailto:ssimpson@lbcc.edu) or (562)935-4330.

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Today's Date: \_\_\_\_\_ Number of materials donated: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

A letter of acknowledgement will be emailed 2 to 4 weeks after the donation is received. 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.

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Received by: (Library Faculty/Staff Name): \_\_\_\_\_

Date received: \_\_\_\_\_