



KiiT International School Library

Gift Policy



The KiiT International School Library is pleased to accept donations of all materials which are in good physical condition and support the objectives of the Library, and mission of the School. Upon receipt donated materials become the property of the Library.

However, at KiiT Library, not only do we value books, we have built the curriculum on the foundation of great literature. Throughout the grade levels students are encouraged to read regularly for pleasure. On any given day, you will find classes at work searching the shelves for new additions to the library collection. Your gift of a book to the **KiiT Library Collection** will be treasured and used by our students on a daily basis.

Your gift will be acknowledged with a bookplate placed on the inside front cover of the donated book. Both the donor and an honoree will be recognized on the bookplate. Consider giving a book as an acknowledgement of a student's birthday, a teacher, or a class of students.

Materials that do not meet the Library's collection development policies will be disposed through sale, exchange, donation, or discard. such as gifts to other libraries or nonprofit institutions, exchange for needed book of equal value, or sales, with the money to be used for the purchase of library materials.

Gifts must be in good, usable condition and appropriate for the age levels of students at the accepting school. Gifts will be integrated into the general collection; there will be no provisions for special shelving, storage, or maintenance.



KiiT International School Library

GIFT BOOK PROGRAM



Dear Parents and other Friends:

We are pleased to offer a Special Occasion Gift Book Program. The program helps us increase our library collection while formally commemorating special days and people in the lives of our students.

We welcome your participation. Consider adding a book to our collection:

- To honor your child's birthday
- In honor (or memory) of a grandparent, special friend, family member
- To honor a special teacher

To reduce the chance of duplication, and ensure the integrity and vitality of our school's collection, please help us select and add books for the following ways.

First :

Select a book from our library's wish list and send a book you selected. A copy of the wish list is at the circulation desk. We can also e-mail list to you. We especially desire fiction books since titles in that area are most in demand by our students. Please pick both a first- and second-choice title in the event that we have an overlapping gift choice. Donations are welcome throughout the year.

The Library will send a letter of acknowledgement to the donor with a special card to be used for notification of the gift to that special person and place a bookplate with your inscription in the front of the book title page.

Secondly :

you can donate good conditioned old reference books, fictions, non fictions, CD'S, DVD'S, AUDIO BOOKS, E -BOOKS and other useful material to our Library. We will send a letter of acknowledgement to you and place a bookplate with your inscription on title page of the book.

Please send all Books to KiiT International School Library. If you would like to participate, please fill out the form below and return to Mr Santosh kumar Akki Head Librarian of the KiiT International School Library and Information Center. If you have questions contact us by phone (08596978706) or e-mail (sakki@kiitis.ac.in)

Thank you for your support.

Respectfully,

Santosh kumar Akki
Head Librarian
KiiT International School
Library and information Center



KiiT International School Library
Special Occasion Gift Book Program

Your Name: _____

Your Address: _____

Email Address: _____

Type of Book: Fiction, Non-Fiction, Graphic novel (please circle)
Amount donated: _____

Book Selection from the Library Wish List – 1st choice
Author Title

Book Selection from the Library Wish List – 2nd choice
Author Title

Bookplate information:

Donation in the Name of:

To honor: _____

Class of [if appropriate]

Any other information you would like to include:

