

Donations

All materials must comply with the JSD Library Media Selection and Review Policy. Each acquisition, including gifts, must meet the selection criteria as stated in the policy. Every gift is carefully reviewed by the professional Library Media Specialists to determine if it meets the selection criteria. Jordan School District reserves the right to place each gift in the most appropriate location or program.

Please set donations aside in a special place for approval, and notify the Area Media Specialist.

Following approval, process materials as usual. Under funding source in the copy editor instead of a PO number, put Donation. If it is from PTA, you can put PTA Donation.