Donation Policy

Donations provide an important source of growth and enrichment for our libraries. Gifts, including books and other materials, are accepted on the understanding that the Library has complete jurisdiction over the use of the gift. Materials that are not suitable for the collection may be accepted and will be disposed of via book sales, or other worthy causes.

Donations of books, journals, and visual media are added to our collection on the basis of whether or not they match the library collection needs as per the library’s Collection Development Policy. Criteria include quality, authoritativeness, accuracy, objectivity, and relevance to the curriculum – present and future, point of view, currency, intellectual level, format, expected utilization, language, and Canadian content.

All donors are required to complete and sign a Georgian College Library Donation form, agreeing to the following conditions:

- Library staff will determine the suitability of all donated items for addition to the collection.
  - Books must be clean and odour-free.
  - Books should be current – within the last 5 years (technology, business and health sciences) unless they are classics (some liberal arts material).
  - Magazines should be no older than 10 years except in the area of history.

- In the case of a donation of over 25 items, the donor will be asked to provide a bibliography of all items prior to shipping/moving items to the library, in order for staff to assess the suitability of the materials in question.

- If requested by the donor, an income tax receipt may be issued for gifts over $1,000.00. An independent appraisal must be completed at the donor’s expense. Otherwise, the library will deem the value at $5.00 per item. Tax receipts will only be issued for material that is added to the Library collection.

- The donor will pay for shipping costs, unless the library administrator agrees to other terms.

- If requested by the donor, the library will insert a bookplate to acknowledge the donation.

- The College may request the donor be available for photo opportunities at the donor’s convenience.
Procedures:

1. Library staff will ensure that potential donors are made aware of the library’s policy, prior to any items being delivered.

2. Donors will complete and sign the Georgian College Libraries Donation Form (attached) prior to any items being accepted.

3. Library collection development staff will assess the donation and determine whether or not items will be added to the collection.

4. Technical services staff will process the items for addition to the collection, notify the Georgian College Foundation if a receipt is requested, and ensure that bookplates are placed in items if requested.

5. Items not added to the collection will be (one or more of the following):
   1. Offered to another campus library.
   2. Sold in book sales to generate revenue to purchase new materials.
   3. Donated to other libraries that are interested in the items.
   4. Given to local charities that ship materials to needy libraries.

6. All external or community donors will be sent a letter of appreciation at the discretion of the library administration, or his/her designate.
Library Material Donation Form

I have read and accept the terms of Georgian College’s Library Donation Policy, found at:

http://library.georgiancollege.ca/about/policies

Name:

Address:

Telephone:

E-mail:

Brief description of items

It is my preference that materials not selected for placement in the Georgian College Library Collection be:

  o  donated to another library or organization
  o  returned to the donor

Donor
Signature:

Date:

Accepted
by:
/Library staff/

E-mail:

Action Taken:
  o  added to collection
  o  returned to the donor
  o  donated to another library or organization

Please scan & post a copy of this form to the T Drive> Collection Management > Donation forms