Donation Policy & Procedure

Donations provide a 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 at the Library’s discretion.

Donations are added to our collection on the basis of whether or not they match the library collection needs as per the library’s Collection Management 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. Items donated must be clean and odour-free. Generally, items older than 10 years will not be accepted unless currency is a lesser criteria for the subject area, for example, literature.

- Library staff will determine the suitability of all donated items for addition to the collection from the above criteria.
- 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. The library adheres to the Gift in Kind Policy as determined by the Advancement and Community Development Office. Tax receipts will only be issued for material that is added to the Library collection. Tax receipts are issued by the Advancement and Community Development Office, not the library.
- The donor will pay for shipping costs, unless the library manager agrees to other terms.

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 Library Material 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, notifying Georgian’s Advancement and Community Development Office if a receipt is requested.
5. Items not added to the collection will be disposed of at the library’s discretion.