

**SUBJECT: ACCEPTANCE OF GIFTS AND DONATIONS TO THE GEOFFREY R. WELLER LIBRARY**

**1. Purpose**

The Geoffrey R. Weller Library welcomes all gifts and donations that enhance the existing collection and support the teaching and research programs of the University of Northern British Columbia. The purpose of this policy is to identify the parameters by which the Geoffrey R. Weller Library accepts gifts and donations.

**2. Scope**

This policy applies to all donations made to the Geoffrey R. Weller Library.

**3. Authority**

The Acquisitions Librarian is responsible to the University Librarian for ensuring the correct implementation of this policy.

**4. Principles**

The Geoffrey R. Weller Library welcomes and encourages gifts-in-kind which significantly support the goals of UNBC.

The Geoffrey R. Weller Library accepts and applies the guidelines of Canada Customs and Revenue Agency (CCRA) relating to gifts-in-kind. (See Appraisal Guidelines 8 3)

The Geoffrey R. Weller Library is committed to recognizing the fair market value of the donation in receipts issued for income tax purposes at the time at which ownership is transferred to the University.

The Geoffrey R. Weller Library is committed to avoiding actual or perceived conflicts of interest in its acceptance of gifts.

**5. Gifts-In-Kind**

Gifts-in-kind are donations of property other than financial gifts. Examples are, but not limited to books, periodicals, microforms, sound recordings, data files, electronic works, software resources, furniture and equipment.

**6. Acceptance Guidelines**

When there is concern about the appropriateness of a donation, the Acquisitions Librarian will consult as appropriate.

A donation will not unnecessarily duplicate materials already in the Library collection.

All donated items must be in good physical condition.

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The prospective donor can place no restrictions on the donated materials.

The format of donated materials must be such that the Library is able to provide adequate access.

Upon acceptance, donations are irrevocable and the University becomes the sole owner of the donated materials.

The Library reserves the right to determine retention, location, type of access and other considerations related to use or disposition of all donations.

The owner of the donation must sign a Gift Agreement Form.

Following a review of the donors inventory list the Library normally pays for the shipping of donations to the Geoffrey R. Weller Library except where the costs will be assumed by the donor. In cases where the costs of shipping outweigh the estimated value of the gift the Library may refuse an offer of a donation.

Archival or Special Collections materials will be referred to the Head of Archives and Special Collections.

The Library does not normally accept the following:

Unsolicited gifts

Materials not relevant to UNBC

Textbooks

Short runs of non-current periodicals. (Titles that the Library does not subscribe to)

Incomplete sets of publications that cannot be used in parts

Single or scattered issues of non-current periodicals

## **7. Appraisal Guidelines**

The Library will not provide evaluations until it has assumed physical possession of the items donated.

The appraisal will be based on the benefit to the Library rather than the perceived intrinsic value of the material.

The Acquisitions Librarian will appraise donations valued under \$1,000. In some instances the appraisals will be done in conjunction with the Subject Liaison Librarian and/or the Head of Archives and Special Collections.

In accordance with Canada Customs and Revenue Agency (CCRA), donations valued at more than \$1,000 must be appraised externally.

- 7.1. In accordance with Canada Customs and Revenue Agency (CCRA) guidelines, the Library will only provide a tax receipt for those items it retains. An exception to this guideline will be made when circumstances are such that the donation constitutes a “special collection”, best appraised as a whole and the number of items not retained is significant.

The Library normally assumes the cost of the external appraiser except where the cost will be accepted by the donor. The appraised value of the donation is considered to be final. However, the Library will consider a second appraisal, provided that appraisal is paid for by the donor and is done by a qualified appraiser who has an arms length relationship from the donor.

Appraisals are to be for the fair market value of the works, that is, the price at which property can be sold by a willing and able seller to a willing and able buyer.

All donors requesting a tax receipt will be notified by the University Librarian indicating that the UNBC Development Office will issue a tax receipt.

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The UNBC Development Office will issue tax receipts on a monthly basis.

Tax receipts will only be issued to private individuals.

**8. Unsolicited Gifts**

Unsolicited gifts are those materials routinely sent to the Library by individuals, institutions, societies, commercial and other organizations without the Library's prior knowledge. These materials will be assessed by the Gifts and Donations Librarians in accordance with the procedures outlined above and will be retained or disposed of according to the selections criteria. Such gifts will be acknowledged but no income tax receipt will be issued.

**9. Donor Recognition**

The names of donors will be forwarded to the Development Office for inclusion in UNBC recognition activities initiated by that Office.