

## *DONATIONS*

The library will accept donations of books, periodicals, audiovisual materials, maps, and other library materials in adherence with Policy I.4 Planned Giving. On receipt of the donation, the donor shall agree that the Library may allocate items in the most appropriate way. The library is under no obligation to retain donated items in its collection.

Policy I.3 Gift Acceptance Policy & Fund Raising Coordination will be adhered to when refusing donations. When gifts of materials are offered which are unlikely to be of interest or value for addition to the collection, potential donors may be referred to another local library, (public, university, school, special, or government).

Donations are acknowledged and tax receipts may be issued at the discretion of the University librarian. Used books or other materials with a nominal market value, (less than \$100), are not eligible for tax receipts. Gift bookplates may be inserted in volumes given by individual donors: when pertinent, these may include special acknowledgement, (memorial or otherwise).

The public services librarians responsible for donations will assess which items should be added to the collection. Where appropriate, faculty members may be asked to assist with evaluations of donated materials.