

Donation Guidelines

Emily Carr University of Art + Design Library

The generosity of donors has helped the Emily Carr University Library build a truly exceptional collection in support of the programming and research activities of the University. The Library welcomes donations of materials from faculty, participants, alumni, and the general public. The following guidelines are intended to assist prospective donors in making informed decisions regarding material they may wish to donate.

Guidelines for Library Donations

Emily Carr University Library gratefully accepts donations of books, magazines, exhibition catalogues, and artists' books for our booksale and to consider for addition to the library collection. Upon acceptance, materials become the property of the Library, with no special restrictions, requirements, or conditions imposed. The Library reserves the ultimate right to determine retention, location, and access to the materials. Items that are not added to the collection will be sold in our booksale. Proceeds from the sale of your donated materials help fund new library acquisitions and programs.

All materials will be evaluated by library staff using the following criteria:

- Currency
- Usefulness in support of the ECU curriculum and student interest
- Physical condition of the material
- Whether it duplicates or could replace material already in the collection. The title of the exhibition, the name and credentials of its curator(s), and a brief description of its purpose and scope.

Regular Donations

Donations of up to 3 boxes of books are accepted at the circulation desk when the library is open. Donors will be asked to fill in and sign a donation form. If you have a donation of more than 3 boxes or if you have a donation of significant value, please contact the library to arrange an appointment with a Library staff member to discuss the materials you wish to donate.



Special or Valuable Donations

The Library acknowledges that some donors only wish to give material on the condition that some or all will be added to the collection. These donations are considered "Special or Valuable Donations".

The Library requires an initial screening of the materials before materials are delivered to the Library. An inventory of the donation should be forwarded to the library by e-mail. Donors will be contacted within a reasonable time period and informed of which materials the Library is able to accept for further examination. Some "Special or Valuable Donations" will need to be brought to the Emily Carr University Collections Committee for further consideration.

Materials not accepted for donation:

- dirty, damaged, moldy or mildewed books
- materials which do not meet the Library collection development policy
- materials which do not meet the Emily Carr University collections policy
- newspapers
- photocopies
- materials produced in infringement of the Copyright Act

Delivery of material

After the initial review, the Library will request that the materials required for further screening be delivered to the Library. Generally, it is the responsibility of the donor to arrange for the delivery or transfer of the donation.

Donation Agreement

Donated materials are only accepted with the understanding that upon acceptance, they become the property of the Library with no special restrictions, requirements or conditions imposed. The Library reserves the right to determine the disposition of the materials, including their inclusion, location, treatment, retention, and disposal. Transfer of ownership from the donor to the Library requires a signed donation agreement.

Appraisals and Tax Receipts

Tax receipts are issued by the University Advancement Office for Special or Valuable Donations in accordance with Canada Revenue Agency guidelines. Tax receipts will not be given for donations with a value of less than \$100.



Tax receipts in respect of gifts-in-kind will clearly state the fair market value of the property at the time the gift was made, the date of the gift, a description of the property, and the name and address of the appraiser.

Appraisal Guidelines for Gifts-in-kind

The Canada Revenue Agency requires satisfactory evidence of fair market value of the gift. The generally accepted meaning of "fair market value" is the price the property would bring in an open and unrestricted market between a willing buyer and a willing seller who are knowledgeable, informed, and prudent and who are acting independently of each other.

Gifts valued at less than \$1,000

Where the gift is greater than \$100 but less than \$1,000, Canada Revenue Agency will accept a valuation made by an Emily Carr University Library staff member, provided the staff member is knowledgeable in the field and is qualified to establish the value of the gift.

Gifts Valued over \$1,000

Gifts valued over \$1,000 must be appraised by a qualified third party, at arm's-length from both the University and the donor(s). The University Advancement Office may seek a second appraisal on gifts of high value or of a complicated nature. The cost of an external appraisal is borne by the donor.