



Policy Number	Library Policy
Approval Body	ECU Library and Learning Commons
Policy Officer	Vanessa Kam
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DONATIONS POLICY

LINKED POLICIES

All related ECU policies:

- *Archives and Special Collections Policy*
- *Library Collection Development Policy*
- *Artists' Books Collection Policy*

OBJECTIVE

The objective of this document is to outline guidelines for donations we accept for the library collection.

SCOPE + APPLICATION

This policy will outline the mandate of the donations for the library special collections, which includes artists' books, zines, and rare books. For archival donations refer to the Archives Policy.

DONATIONS GUIDELINES

Due to space restrictions and the high cost of assessing and processing donated items, The Library does not accept unprompted gifted materials of books, journals or audio/visual media. Please contact the collections librarian if you have a potential donation that meets the following criteria:

- Rare or unique materials which fall within collecting policies, such as artists' books or zines
- Very current materials which would normally be ordered but have not yet
- Local Vancouver gallery and artist run centre publications not already in library holdings.

DONATIONS PROCESS

For donations that meet the above requirements, the Library requires an initial screening of materials prior to delivery. The donor must supply an inventory that includes the title, name of creator and date of publication. We will not accept material that is dirty, damaged, moldy or mildewed; or in infringement of the Copyright Act. We will not accept material that is dropped off without prior approval.

The donor is responsible for arranging delivery of the material. They will be required to complete a donation agreement form. All donations are unconditional, with no special

restrictions or requirements imposed by the donor. Once accepted, the Library reserves the right to determine the inclusion, location, treatment, retention and disposal of the materials.

APPRAISALS AND TAX RECEIPTS

Tax receipts are issued by the University Advancement Office for donations valued between \$100-999 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.

POLICY REVIEW

Policy should be reviewed and updated every three years.