

Introduction: The J.N. Desmarais Library welcomes gifts from faculty, students, and the general public. In the past, gifts have been an important means of building the collection; in any one year, the total value of gifts received often exceeds the budget allocation on individual departments or schools.

Definition: A gift is a book, periodical, public document that is given to the Library at no charge to it; a gift may also be a cash donation to be used towards the purchase of library material.

Responsibility: An individual librarian shall be designated by the Director of the Library to be responsible for administering this policy.

Acquisition:

1. While the Library is frequently approached by donors, the librarian responsible for gifts shall also be expected to recruit potential donors.
2. Normally, donors will be expected to deliver their gifts to the library at their own expense.

Selection:

1. Under no circumstances may donors insist that the Library accept their gifts for incorporation into the collection. The Library reserves the right to accept any gift according to the following criteria:
 - i) **Books and Public Documents:** The primary reason for incorporating a book or public document into the collection is that it will likely be of use to the teaching/research activities of current or future users. Textbooks and titles in poor repair are not usually selected for the collection. In assessing usefulness, the librarian responsible for gifts may find it necessary to consult collection development librarians as well as department/school library representatives and/or chairs in a discipline.
 - ii) **Periodicals:** The same criteria as outlined above apply to periodicals. All periodicals accepted for the collection must be indexed in a recognized indexing or abstracting resource held by the library. The Library will normally not accept as a gift a broken run of a periodical, a run that covers less than five years, or any current periodical unless the donor is prepared to continue the donation for at least five years.
2. Gifts that are not accepted for the collection, or superseded Laurentian material that still may be of use to the community, may be disposed of by the Library either by sale or by donation.

Processing:

1. Books written or edited by a member of the faculty of Laurentian University shall be completely processed within one week of receipt.
2. All other gifts, once accepted for incorporation into the collection, shall be immediately integrated into the work-flow for new acquisitions.
3. Because the personnel, supplies, computer time, and related costs associated with processing of most donations far exceed the intrinsic value of the materials themselves, the Library will not commit itself to catalog any particular donation within a specific time period (except as specified in paragraph 1 above) unless specific funds accompany a donated collection to offset such expenditures.
4. The location and shelving of donated titles follows standard library classification as a unit regardless of practices and thereby precludes all bequests that require donations to be housed separately or to be shelved subject manner.

Income Tax Receipts:

1. Donors may request a receipt for income tax purposes at time of donation. Those who do so must supply the Library with their name, address and telephone number.
2. The Library will evaluate the material in such a way that it can defend itself to Revenue Canada. Those who wish to expedite evaluations can supply the Library with documented proof of the value of their gifts; the cost of such proof to be borne by the donor. One important type of documented proof is a formal appraisal done by a person recognized by Revenue Canada as an expert evaluator. No value can be given to material Laurentian normally receives free of charge or on deposit; no value can be given to material clearly marked as "complimentary" or "for office use".
3. The Library will keep lists, by year and by donor, of its assessments. Such lists shall be signed by person who evaluates gifts and shall be retained for a minimum of six years.
4. In January, the Library will mail out the receipts for the preceding calendar year along with a formal note of thanks.
5. Donors not wishing income tax receipts will receive a note of thanks immediately.

Gift Plates: The Library will normally install gift plates on all items accepted which do not require income tax receipts, as well as items paid for by monetary gifts.

Dissemination of this Policy: All persons who wish to donate books, periodicals or public documents will be directed to a website for a copy of this policy.

- Faculty Council (Approved 20 December 1991)
- Senate Library Committee (Approved 3 February 1992)
- Senate (Approved 18 June 1992)

| Revised 1997

- Senate Library Committee (Approved 8 January 1997)
- Senate (Approved 13 February 1997)

Revised 2003

- Faculty Council (Approved January 29, 2003)
- Senate Library Committee (Approved March 11, 2003)