



## Gifts Policy

Carleton University is grateful for the private support it receives to help achieve our academic mission, and to enhance programs and services to students. The Library welcomes inquiries from individuals, corporations, and foundations who would like to make a donation to help support teaching, learning, and research at the University. These gifts may be in the form of

- unrestricted and restricted monetary funding
- deferred gifts (bequests, life insurance, charitable gift annuities, charitable remainder trusts)
- non-monetary gifts (marketable property, gifts in kind)

All donations to the Library must adhere to the University's [gift acceptance](#) and [gifts in kind](#) policies.

### How to Donate Funds

The Department of University Advancement is responsible for receiving, recording, receipting, acknowledging, and recognizing donations to Carleton University. If you would like to make a gift of funds to the Library, please contact:

**Kylie Patrick**

Senior Development Officer

Department of University Advancement [kylie.patrick@carleton.ca](mailto:kylie.patrick@carleton.ca) 613-520-2600

x1230

The Library especially encourages the donation of unrestricted funds, as they can be used to purchase or license materials not otherwise affordable.

### How to Donate Books

Before the Library is able to consider gifts of books, we ask donors to prepare a list or inventory of the materials offered, including for each item: author, title, publisher, and date of publication. This allows us to efficiently determine whether the gift is desirable for the Library collection before we commit to accepting.

If you would like to donate *books, maps, or other published materials* to the Library, please direct all queries to:

**Colin Harkness**

Gifts Coordinator

[colin.harkness@carleton.ca](mailto:colin.harkness@carleton.ca)

613-520-2600 x1363

If you would like to donate *rare books, archival collections (regardless of medium), manuscript or other unpublished materials*, please direct all queries to:

**Chris Trainor**

Archives and Research Collections

chris.trainor@carleton.ca

613-520-2600 x6030

The Library generally accepts donations of library materials according to the same criteria as detailed in the general [collection development policy](#).

The Library generally does *not* accept:

- materials in poor physical condition
- duplicates in any format of materials that the Library already owns
- outdated or superseded editions (unless rare)
- materials in languages other than English

And the Library generally does *not* accept these specific types of publications:

- textbooks, course workbooks, manuals
- popular magazines or periodicals
- newspapers
- individual issues or short runs of journals
- popular fiction, paperbacks, and mass market books
- videos and DVDs
- photocopies and reproductions

Books are accepted with the understanding that ownership transfers to the Library. When a gift is accepted by the Library, it is without conditions, restrictions, or commitment on the part of the Library about how, when, or whether it will be processed for the collection. We reserve the right to decide the retention, location, cataloguing, use, and disposition of gifts. The Library does not provide transportation for gifts and does not return gifts or portions of gifts that are not accepted.

In cases where an appraisal of the gift is necessary for tax purposes, the Library asks the donor to offset the cost of appraisal. Normally, no tax receipts are issued for any gift valued at less than \$500.

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