



Gifts & Donations Policy

@ DOROTHY H. HOOVER LIBRARY

The OCADU Library appreciates that members of the university, and the community, are interested in donating materials to the Library collection.

However, the Library must be selective in what is accepted for the collection. Decisions are governed by the established scope and parameters for local collection development. A significant amount of time and resources are required to consider prospective donations, make collection development decisions, and process the gifts accepted.

Selection decisions are made by professional subject librarians, informed by the Library's Collection Development Policy and knowledge of the curriculum, research interests, and information needs of OCADU faculty and students.

If the OCADU Library lacks the requisite resources, staffing and facilities to properly store, reformat and preserve certain items or material formats, we can recommend other libraries and museums to approach.

Archival Materials:

See [Archives Policy](#).

ACCEPTANCE GUIDELINES

1. The Library does NOT accept:
 - Microfilm or microforms
 - Videotapes or films
 - Audiotape recordings
 - Reproductions of art works (including slides or prints)
 - Clippings or Picture Files
 - Course Packs or Photocopies
 - Sales or Auction Catalogues
 - Popular magazines such as Maclean's, Time, or National Geographic
 - Textbooks
 - Newspapers
 - Trade paperbacks
 - Government Documents

2. The Library will consider accepting donations to its collection of published print, media, and visual resources according to the following criteria:

- a) that the prospective donation falls within the scope of the Library's collection and aligns with the University's mandate regarding learning, teaching and research;
- b) that the donated items do not duplicate materials already held;
- c) that the items are of significant value to the collection, in the view of the selector;
- d) that OCAD University is in a position to process and maintain the gift;
- e) that the materials are in good physical condition. **Note: The Library will not accept any items exhibiting signs of mold, mildew, insects, or pests, or items that are dirty, torn, missing pages or in need of repair, rebinding or reformatting;**
- f) that no restrictions be placed by the prospective donor on the disposition and use of the gifts offered.

3. On acceptance, gifts are irrevocable and become the property of the OCAD University. **Note: The onus is on the donor to deliver materials that are in good physical condition. Any items received that show signs of mold, mildew, insects, or pests, or items that are dirty, torn, missing pages or in need of repair, rebinding or reformatting will be disposed of at the Library's discretion. The Library reserves the right to dispose of items it does not retain in a manner that it deems appropriate. Items not retained by the Library are not returned to the donor.**

4. Tax receipts will be issued only for items valued at \$50 or more. The tax receipt will be issued in the same year as the items are received. A tax receipt will reflect the fair market value of items selected and retained. The donor agrees to accept the evaluation done by the University. If the value of a single item in a donation exceeds \$1,000 or if the OCADU Development Department requires a third-party evaluation, for any reason, the donor shall be expected to pay the cost of an external valuation.

5. The donor must submit a list of the items offered, including: Title, Author, Publisher, Date and ISBN if available. A librarian will make selections from the list provided by the donor. It may be possible under exceptional circumstances to send a librarian to select the material while the prospective gift is still in its original location. If the collection is located outside of the Greater Toronto Area, transportation and accommodation costs must be borne by the prospective donor and the donor must provide the selecting

librarian access to a suitable work area, with wireless internet connectivity so that the items offered can be checked against the library catalog.

6. Collections from the University's departments and faculties are not automatically accepted, but need to meet the above selection criteria. For substantial collections, the department or faculty may be asked to bear cost of cataloguing and processing any material added to the collection. This would be discussed and negotiated before the gift is accepted for the collection.

7. Donations of research materials purchased through a research grant may be accepted as long as they meet the selection criteria above, however they do not qualify for a tax receipt.

8. The donor is expected to deliver and/or assume the full costs of transporting accepted gifts to the Library.

9. Potential donations that contain both published (Library) and unpublished (Archives) documents must undergo separate evaluations based on the relevant policies and processes. Acceptance of one type of material does not necessarily mean acceptance of the other type of material.

Initial Contact:

Library: Lillian Chan ext 255 lillianchan@ocadu.ca

Archives: Jessica Zimmerman ext. 273 jzimmerman@ocadu.ca

Subject Librarians:

Liberal Studies: Daniel Payne ext 217 dpayne@ocadu.ca

Design: Chris Landry ext 224 clandry@ocadu.ca

Art/Visual Resources: Victoria Sigurdson ext 344 vsigurdson@ocadu.ca

Delivery:

Neither the Library nor the University provides a pickup or delivery service.

Donors must make prior arrangements before dropping off materials to ensure that someone is available to receive the items.

Materials may be selected in situ and/or picked up under exceptional circumstances and at the discretion of the University Librarian.