

LIBRARY DONATIONS PROCEDURE

Procedure Section & Number:			Effective Date:	
Policy Owner:	Vice President Academic		Last Revised:	June 1, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	June 1, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

The Keyano College Library welcomes donations in the form of cash donations, endowments, or bequests. Financial contributions to the Library are accepted by the Advancement Office.

Due to space limitations, the Library can only accept gifts-in-kind of recently published or seminal works that directly support current teaching, learning, and other scholarly activities at the College or reflect the Wood Buffalo Municipality.

Unsolicited in-kind donations will not be accepted at the Library Information Desk. Prospective donors are required first to contact the Librarian or the general library email askthelibrary@keyano.ca.

1. Types of Works Accepted

- 1.1 The Library may accept gift-in-kind donations that are in good physical condition and that meet the criteria outlined in the Library's Collection Development Policy. In particular, the Library may be interested in gifts of:
 - a. Recently published scholarly books (within two years for science, nursing, and social sciences; five years for all others)
 - b. Works authored by Keyano employees
 - c. Older works of enduring value in good condition
 - d. DVDs

- 1.2 The Library is not able to accept every offer of donated materials. The following materials will ordinarily not be considered for donation:
 - a. Textbooks older than two years and not current edition
 - b. Course packs

- c. Duplicate material already present in the collection, unless there is a need to substitute a damaged item or a duplicate item is deemed appropriate
- d. Popular (trade) paperbacks and magazines
- e. Periodicals
- f. Items in poor physical condition
- g. Materials requiring special preservation arrangements which the Library is not able to support
- h. Materials requiring the use of technology no longer supported by the Library
- i. Materials that may be compromised with regards to copyright legislation
- j. Materials the donor has attached restrictions which will limit access for library users or which seek to determine the shelving location of the materials
- k. Self-published works, although those by Keyano faculty or staff members may be accepted
- l. Computer software

2. Conditions of Acceptance

- 2.1 The Library requires donors to submit a complete list of materials that includes the following information: author, title, publication year, edition, and ISBN.
- 2.2 Donations are accepted with the understanding that their ownership is voluntarily transferred to Keyano College Library without valuable consideration in return. The Library reserves the right to determine location, cataloguing treatment, circulation, retention, deselection, and other considerations relating to the use, disposition, or disposal of the gift.
- 2.3 Items originally purchased with funds from a grant or through professional development funding may be accepted.
- 2.4 The Library reserves the right to refuse a donation based on its suitability, potential usefulness, and the Library's ability to house donated materials.
- 2.5 The Library will process donated materials as time permits.

3. Disposal of Declined Donations

- 3.1 Any donated materials not accepted by the Library will be disposed of at the Library's discretion.
- 3.2 Where possible, items will be recycled according to format requirements and accessible recycling centres.

B. DEFINITIONS

- (1) **Donation:** means a "gift." For Library purposes, is generally a gift-in-kind that is offered to and accepted by the Library.
- (2) **Gift:** means a voluntary, irrevocable, transfer of property owned by a donor to a donee, in return for which no benefit flows to the donor.
- (3) **Library:** means Keyano College Library.

C. RELATED LEGISLATION

- *Canadian Copyright Act*

D. RELATED DOCUMENTS

- Library Collection Development Policy
- Copyright and Fair Dealing Policy
- Gift Acceptance Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/01/2021	Replaces Library Policy	All	Librarian	Director, Student Services