

Cape Breton University Library
-Donation Policy & Form-

By giving to CBU Library, you want to enrich the Library's collection and the community it serves. To ensure donated material supports the scholarship and research of CBU's students and faculty, we must be selective in accepting material, therefore each potential donation is evaluated by a subject specialist. Each donation is evaluated on its own merits but in most cases, the Library will not accept items that do not support teaching and learning at CBU; textbooks and related instructional aids; mass market paperbacks; materials in poor condition; journals; and duplicate items.

Material not accepted for the collection will be returned to the donor, if requested. Material that is not accepted for the collection or wanted by the donor will be sold in the Library's book sale; offered to other libraries; or discarded.

If more than 20 items are offered, we require an itemized list before we receive the material or make a decision on whether to accept the donation. Once reviewed, the list of selected items is returned to the donor. Donors are responsible for making arrangements to have the material delivered to Cape Breton University Library. All donors must complete the donation form below. Bookplates can be added to substantial donations but we do require the donor make the request for a bookplate in writing and include suggested wording for the bookplate.

Material is assessed at its fair market value when donated. Books that are more than five years old are assessed at \$20 for hardcover and \$10 for softcover. Exemptions to this practice are considered if items are rare or otherwise distinctive. CDs and DVDs are assessed at \$10.

Tax receipts are issued for accepted items. In keeping with Canada Revenue Agency guidelines, CBU can assess donations up to \$1000. Donors will make arrangements and pay for an external appraisal for any donation exceeding \$1000. The external appraiser must be a disinterested third party who is accepted as an expert by both the donor and the Library. Supporting documentation from the appraiser must be submitted along with the donated materials.

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Cape Breton University Library is pleased to accept your donation. It is understood that the Library is free to use and assign such gifts as it sees fit in order to obtain the maximum value and use from such material. Materials not added to the Cape Breton Library collection may be sold or otherwise disposed of in an appropriate manner.

Please read the Cape Breton University Library donation policy, above. By signing this form, you agree to make this donation in accordance with our donation policy.

Name of donor

Address & telephone of donor

Tax receipt: Required Not Required

Letter of acknowledgement: Required Not Required

Cape Breton University Library may publicize the donation Yes No

Signature of Donor _____

Accepted on behalf of the Cape Breton University Library:

(Signature of Library Staff)

(Date)