

# GIFT-IN-KIND DONATIONS FAQ

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## *Does the Library issue tax receipts for gift-in-kind donations?*

The University of British Columbia will issue tax receipts for items added to the library collection. The value of the tax receipt will be based on the appraised fair market value. Titles not added to the collection will not be included in the appraisal.

## *Should I make a list of the books/items I wish to donate?*

A list of items is appreciated, especially for out-of-town donations. Lists are used to check against the library holdings in order to avoid duplication and facilitate the issuing of a tax receipt. For specific guidelines on what information to include in the list, please contact our Collections Librarian.

## *Can the Library accept review or instructor's desk copies?*

No. Sample, review, exam, not for sale, or desk copies cannot be accepted into the library collection.

## *Does the Library accept textbook donations?*

The Library generally will not accept textbooks, but may do so at the discretion of the appropriate subject librarian.

## *How are donations appraised?*

The Collections Librarian will appraise donations that have an estimated fair market value of less than \$1,000. If the estimated value exceeds \$1,000, a professional appraiser or agency will conduct the appraisal.

## *Am I responsible for delivering the donation(s) to the Library?*

Yes. Please do not deliver donations to the Library without prior approval. If necessary, special arrangements may be made to pick up the donated items.

## *What happens to donated items which the Library does not use?*

The Library reserves the right to dispose of donated items that are not added to the library collection. In some cases, arrangements may be made to send items to other libraries, such as branches on the UBC Point Grey campus, the Okanagan College Library, or the Okanagan Regional Library. Items may also be donated to Better World Books, or recycled if in poor condition.

## *Does the Library accept archival materials?*

Yes. If you wish to inquire about donating archival materials, please contact our Archivist, Paige Hohmann at [paige.hohmann@ubc.ca](mailto:paige.hohmann@ubc.ca) or 250.807.9716.

## **Contact information:**

*If you wish to donate books, or other physical items, please contact our Collections Librarian, Arielle Lomness, at [arielle.lomness@ubc.ca](mailto:arielle.lomness@ubc.ca) or 250.807.8410. All donations must be accompanied by a signed Gift-in-Kind information Form.*



THE UNIVERSITY OF BRITISH COLUMBIA

Library

Okanagan Campus