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Policy Title: UCW Library Gifts Policy

Policy No: 6003

Approval Date: 08 June 2016

Approval Body: Academic Council

Effective Date: 08 June 2016

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Review date: February 2019

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## Policy Statement

To ensure effective collections are available to serve and support students, staff, and faculty pursuing education and research at University Canada West.

## Purpose

To ensure Library resources are assessed made available for access and support curriculum. The policy also communicates collection selection criteria to the community to guide contributions of materials and to ensure obligations and procedures are clear when donors make gifts.

## Gifts

The Librarian(s) retain(s) the right to accept or decline gifts. Gifts-in-kind are accepted with the understanding that, once received, they are owned by the University. The Librarian(s) reserve(s) the right to determine their retention, location and processing, or, when a title is a duplicate or inappropriate for our needs, their disposition in the appropriate manner.

## Criteria for Retention

Gifts are evaluated against the same criteria as purchased materials. Particular attention will be given to:

- Relevance to current curriculum and research of the University -- Generally, scholarly works should be of academic nature in fields within the scope of the University's curriculum and research.
- Currency of the materials -- Works should be published within five years except for rare and special items. Outdated reference materials or school textbooks are not accepted.
- Physical condition of the materials -- Items should generally be in good physical condition, except for rare and special items.
- Serial publications -- Serial donations will be accepted only if they fill specific gaps in the collection or to extend the held run of current subscriptions.
- Format -- Items of a format no longer supported by current equipment in the libraries are not accepted.

## Responsibility for Gift Selection

University librarian(s) decide on the retention and disposition of gifts. Acknowledgement letters/cards are sent to all donors. The Librarian(s) will compile a record of the gifts and exchange activities.

## Monetary Donations

Specified or unspecified donations of monies to the Library will be referred to the President, who, in consultation with the Librarian(s), will deal with the donation in accordance with University policies respecting the acceptance and utilization of gifts, donations, etc.

## Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Gift	Donation of material to the library
University	University Canada West
Monograph	More commonly known as a 'book' but includes audio-visual materials as well. A monograph is a publication complete in one volume or a finite number of volumes. [Type text]
Serial (journal, magazine or periodical)	A publication normally published on an ongoing basis, with regular or irregular frequency (as opposed to a monograph publication that is complete as issued). Serial publications are normally subscribed to, or licensed for use, on an annual basis.

## Related legislation

No current legislation exists for library gifts.

## Related policies

Policy Number	Policy Title
6001	Library Collection Development Policy