



## UBC OKANAGAN LIBRARY GIFT-IN-KIND DONATIONS FAQ

If you wish to donate books, or other physical items, to the UBC Okanagan Library, 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 (Individual or Organization).

---

### *Does the Okanagan 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 Okanagan 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 Okanagan Library accept textbook donations?*

The Okanagan Library will generally 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 items with an estimated fair market value of less than \$1,000. If the estimated value exceeds \$1,000 on individual items, a professional appraiser or agency will conduct the appraisal.

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

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

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

The Okanagan 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 Vancouver 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.