

 <b>DALHOUSIE UNIVERSITY</b>	Dalhousie Libraries' Gift Guidelines	<i>Date Issued:</i> 2024 June
	<i>Issued by:</i> Donations Working Group Members: Jennifer Adams (Law), Ratna Dhaliwal (Resources), Allie Fulford (Resources & Sexton), Melissa Helwig (Kellogg), Erin McPherson (MacRae), & Karen Smith (Special Collections).	<i>Approved by:</i> Dean of Libraries

## Purpose

The purpose of these Guidelines is to provide consistent guidance on the gift process for Library donors and for Library staff.

Dalhousie University Libraries' collections have benefited greatly from monetary gifts, endowments, and from gifts of print and manuscript material. These and other gifts-in-kind enrich and enhance existing collections and support the instructional and research programs of the University. Good stewardship of these resources involves consideration of Libraries' space and staffing, relevance to the academic and research mission, and much more.

We are grateful for the generosity of our donors.

## Scope

These Guidelines apply to any person or organization wishing to donate physical materials to the general collections in the Dalhousie Libraries, which include the Sir James Dunn Law, W.K. Kellogg Health Sciences, Killam Memorial, MacRae, and Sexton Design & Technology locations. This policy does not apply to the Special Collections or to the Archives. The Dalhousie Libraries will only accept unconditional donations and reserves the right to retain or dispose of material according to needs of the University. Material that is accepted by the Libraries becomes the property of the University.

More information:

- [Dalhousie's Special Collections](#)
- [University Archives](#)
- [Donor Guidelines](#) Inquiries about donations to the Agricola Collections should be addressed to Elaine MacInnis, Associate Dean Library Services and Head of the MacRae Library: [Elaine.MacInnis@dal.ca](mailto:Elaine.MacInnis@dal.ca)

Other resources for donors:

- [Guidelines for donating to the Nova Scotia LGBT Seniors Archive](#)
- [Donating Personal Archives to the Dalhousie University Archives: A Guide for Faculty Members](#)

Dalhousie Libraries Gift Guidelines will be reviewed every two years by the Scholarly Resources Management Group (SRMG) and updated as necessary.

## Monetary Gifts

The Dalhousie Libraries appreciates monetary gifts to purchase materials and to support special projects and initiatives. Individual, corporate, and foundation funding is actively sought to enable the Libraries to more fully serve the needs of all users.

A financial gift to the Libraries can help fund:

- Student learning spaces
- Mi'kmaw programs and initiatives
- EDIA programs and initiatives
- African Nova Scotian programs and initiatives
- Support for student-led projects
- Targeted areas of research needs
- Digital projects
- Development of community programming

To inquire about monetary donations or endowments to support Library collections and initiatives, please connect with the Office of Advancement. Connect with the Team on their [webpage](#).

Phone 902-494-8801

Toll-free 1-800-565-9969

Additional information is available on the [Giving](#) website.

## Donation Guidelines

The Dalhousie Libraries has the right, at any point, to dispose of material. Additions of material to collections are fully at the discretion of the Dalhousie Libraries. Material may also be withdrawn at any time without notice to the donor.

### 1. Screening:

Material will be screened by Liaison Librarians to determine its relevance to the collection mandate of the Libraries. The following material will not be accepted:

- Textbooks
- Popular press paperbacks
- Material that does not align with current academic programs and areas of research
- Loose-leaf, broadsheets, newspapers, popular magazines, single issues or incomplete runs of periodicals
- Duplicate material and materials already owned by a Metro member of the [Novanet Consortium](#)
- Material that is obsolete or that requires obsolete technology
- Outdated titles
- Print editions to which we have electronic access (through our collection or stable public domain)
- Unpublished material, including offprints and typescripts
- Photocopies of original materials
- Material that is not in good condition

The Dalhousie Libraries only accepts a small percentage of the material that it is offered; and gifts that fulfil all the requirements may still be denied due to space and/or staffing limitations and/or costs associated with processing. Please consider the following options for donating used book collections that do not meet our acceptance guidelines:

- Dalhousie Bookstore – [Book Buyback](#)
- [Women for Music Society](#) - annual book sale
- [Books Beyond Bars](#) – for specific texts
- Local Charity Shops
- A [Little Free Library](#) box in your community
- [Recycling Centres](#) – it’s true, not everything can be kept

## 2. Submission process:

- a. Donors must provide a list of materials they wish to have considered by the Libraries. A template [spreadsheet](#) and [document](#) are provided, however lists in other formats will also be accepted. Please provide the following information for each item you would like to donate:

- Title of work (including subtitles)
- Author/Creator
- Year of Publication
- ISBN (10 or 13 numeric string)
- Publisher
- Edition
- Condition of item

- b. Completed lists should be sent to the appropriate contact below:

For **general policy inquiries regarding donations**, please send an email to [Library.Collections@dal.ca](mailto:Library.Collections@dal.ca).

For **agricultural resource** materials, contact:  
 Elaine MacInnis,  
 Head, MacRae Library  
[Elaine.MacInnis@dal.ca](mailto:Elaine.MacInnis@dal.ca)  
 (902) 893-6670

For **architecture, planning, and engineering** materials, contact:  
 Allie Fulford  
 Acting Head, Sexton Design & Technology Library  
[allison.fulford@dal.ca](mailto:allison.fulford@dal.ca)  
 (902) 494-3255

For materials in the **humanities, social sciences, sciences, management, and computer science**, contact:  
 Elaine MacInnis  
 Acting Head, Killam Library  
[Elaine.MacInnis@dal.ca](mailto:Elaine.MacInnis@dal.ca)  
 (902) 893-6670

For **health sciences** materials, contact:  
 Melissa Helwig  
 Head W.K. Kellogg Health Sciences Library  
[Melissa.Helwig@dal.ca](mailto:Melissa.Helwig@dal.ca)  
 (902) 494-1338

For **law** materials, contact:  
Mark Lewis  
Chief Law Librarian  
Sir James Dunn Law Library  
[Mark.Lewis@dal.ca](mailto:Mark.Lewis@dal.ca)  
(902) 494-8870

For **rare printed** and **music materials** (recordings and scores) contact:  
Karen Smith  
Special Collections Librarian  
[K.E.M.Smith@Dal.Ca](mailto:K.E.M.Smith@Dal.Ca)  
(902) 494-8803

For **archival materials**, contact:  
Michael Vandenburg  
Dean of Libraries  
[Dean.lib@dal.ca](mailto:Dean.lib@dal.ca)  
(902) 943-8317

### 3. Costs and appraisals

No tax receipts will be issued for material donated to the General Collection unless the material has a fair market value of over \$1000 CAD. If the value of the material exceeds \$1000 CAD, an external appraisal will be necessary. Costs associated with external appraisals will be the sole responsibility of the donor.

Please note, the following will apply:

- Guidelines set forth in the Dalhousie University [Gift Acceptance Policies and Procedures](#) must be followed.
- Items must not have been not acquired as review, instructor, or complimentary copies.
- All packing and shipping costs will be the responsibility of the donor.