

Norma Marion Alloway Library Donations Policy

Guidelines

The Library gratefully acknowledges its generous supporters.

The following is intended for those who may be considering making a donation of materials and/or funding. These are intended as guidelines to inform prospective donors of the most beneficial types of gifts and the circumstances under which the Library accepts them.

- ⌚ Donated materials are expected to meet the same standards of quality and relevance to the Library collection as new titles. They should support the curriculum and the mission of the Library as well as meet the collection development guidelines and policies, in regard to physical condition, format, language, etc.
- ⌚ The Library reserves the right to make decisions about the disposition of donated materials. The Library also reserves the right to dispose of any gift materials that do not meet the Library's collection needs and policy guidelines. As a general rule the Library does not accept textbooks.
- ⌚ The Library welcomes donations of books, periodicals and other materials from faculty, students, and the general public, but does request that the following procedure be followed:
 - Contact the University Librarian (604-513-2121 x3905 / library@twu.ca) **before** bringing any materials to the Library.
 - Please state if you wish to receive a gift-in-kind donation receipt (at fair market value) for income tax purposes.

Revised: January 2011