

	4.11 OCAD University Library Donation Policy	
CATEGORY: Library Policy	APPROVAL DATE: September 2025	
EFFECTIVE DATE: September 2025	REVIEW DATE: Five years from effective date	
OFFICE OF ACCOUNTABILITY: Library Services		
ADMINISTRATIVE ACCOUNTABILITY: University Librarian		
APPROVER: Vice-President, Academic and Provost		
PREVIOUS VERSIONS: February 2019		

PURPOSE:

The OCAD University Library appreciates that members of the university and the community are interested in donating materials to the Library collection.

However, the Library must be selective in what is accepted for the collection. Decisions are overseen by the established scope and parameters for local collection development. A significant amount of time and resources are required to consider prospective donations, make collection development decisions, and process the donations accepted.

Selection decisions are made by professional subject librarians, informed by the Library's Collection Development Policy and knowledge of the curriculum, research interests, and information needs of OCAD U faculty and students.

If the OCAD U Library lacks the requisite resources, staffing and facilities to properly store, re-format and preserve certain items or material formats, we can recommend other libraries and museums to approach.

SCOPE:

This policy covers all materials donated to OCAD University Library Services.

POLICY:

1. The Library does NOT accept:
 - Microfilm or microforms
 - Videotapes or films
 - Audiotape recordings
 - Reproductions of art works (including slides or prints)
 - Clippings or Picture Files

- Course Packs or Photocopies
 - Sales or Auction Catalogues
 - Popular magazines such as Maclean's, Time, or National Geographic
 - Textbooks
 - Newspapers
 - Trade paperbacks
 - Government Documents
2. The Library will consider accepting donations to its collection of published print, media, and visual resources according to the following criteria:
- (a) that the prospective donation falls within the scope of the Library's collection and aligns with the University's mandate regarding learning, teaching and research.
 - (b) that the donated items do not duplicate materials already held.
 - (c) that the items are of significant value to the collection, in the view of the selector.
 - (d) that OCAD University is able to process and maintain the donation.
 - (e) that the materials are in good physical condition.
 - (f) that no restrictions be placed by the prospective donor on the disposition and use of the donation offered.
3. On acceptance, donations are irrevocable and become the property of the OCAD U. The onus is on the donor to deliver materials that are in good physical condition. The Library reserves the right to dispose of items it does not retain in a manner that it deems appropriate. Items not retained by the Library are not returned to the donor.
4. Generally, if the fair market value of the property is less than \$1,000, a member of Library Services, or another individual with sufficient knowledge of the property may determine its value. The person who determines the fair market value of the item should be competent and qualified to evaluate the particular property being donated.
- If the fair market value is expected to be more than \$1,000, we require that the property be professionally appraised by a third party (that is, someone who is not associated with either the donor or the charity).
5. Donations that appear to be valued at \$1,000 or less do not receive a tax receipt as per Canada Revenue Agency (CRA) rules. Donations that are valued more than \$1,000 and if the donor wishes a tax receipt, the donor will be responsible for hiring a professional appraiser and will produce the appropriate documentation that will include the appraiser's letterhead, signature and listed items.

6. A librarian will make selections from the material provided by the donor. It may be possible under exceptional circumstances to send a librarian to select the material while the prospective donation is still in its original location. If the collection is located outside of the Greater Toronto Area, transportation and accommodation costs must be borne by the prospective donor and the donor must provide the selecting librarian access to a suitable work area, with wireless internet connectivity so that the items offered can be checked against the library catalog.
7. Collections from the University's units and faculties/schools are not automatically accepted but need to meet the above selection criteria. For substantial collections, the unit or faculty/school may be asked to bear the cost of cataloguing and processing any material added to the collection. This would be discussed and negotiated before the donation is accepted for the collection.
8. Donations of research materials purchased through a research grant may be accepted if they meet the selection criteria above, however they do not qualify for a tax receipt.
9. The donor is expected to deliver and/or assume the full costs of transporting accepted donations to the Library.
10. Potential donations that contain both published (Library) and unpublished (Archives) documents must undergo separate evaluations based on the relevant policies and processes. Acceptance of one type of material does not necessarily mean acceptance of the other type of material.

Initial Contact:

University Librarian

Contact information may be found on the OCAD University website.

Delivery:

Neither the Library nor the University provides a pickup or delivery service.

Donors must make prior arrangements before dropping off materials to ensure that someone is available to receive the items.

Materials may be selected in situ and/or picked up under exceptional circumstances and at the discretion of the University Librarian.