

Donation of Materials Form

The University of Regina Library welcomes the donation of books, including those that may be designated as rare, periodicals and materials in other formats that will enhance our existing collection and/or support the University's teaching and research.

The University Library cannot accept textbooks. Please contact the University of Regina Bookstore for information on buying back current editions of textbooks.

Please answer the following questions

1. Do you wish to have materials that do not meet existing collection guidelines returned? **Please circle Yes / No**

Unless specified above, ownership of all donated materials is transferred to the University of Regina **and will not be returned.**

2. Do you require a tax receipt? **Please circle Yes / No**

If yes, a tax receipt will be issued if the value of the donation is \$100 or more. A general calculation is \$2.00 per item. Donations will be assessed on a case by case scenario based upon an appraisal conducted by a qualified librarian/archivist. For more information, please see **Notes #1 to #4.**

Contact information (NOTE: Donation cannot be finalized without a signature)

Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Email: _____

Phone Number: (Home) _____

(Work) _____

Signature: _____ Date: _____

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NOTES: Tax Receipts

1. As per the University of Regina's Gift Acceptance Policy GOV-030-005, independent appraisals are required for all gifts-in-kind over \$1,000 CDN. Additional information about the University's Gift Acceptance Policy is at <http://www.uregina.ca/policy/browse-policy/policy-GOV-030-005.html>.
2. Any items you received for free (e.g., gifts or complimentary copies) are not eligible for a tax receipt.
3. If donated material duplicates present library material or does not fit into the library mandate, it will not be added to the library's collections. If not added to the collection, the material is not eligible for a tax receipt.
4. **Note to Faculty:** Items purchased with funds from Faculty Accountable Professional Expense Accounts, research accounts, or operating accounts are not eligible for a tax receipt. Your signature above indicates that the materials eligible for a tax receipt were not acquired through these types of funds.

Thank you

August 29, 2011
Rev. April 16, 2014
Rev. November 13, 2018
Rev. December 18, 2018