



Donations Policy

The Library / Learning Commons (LLC) welcomes monetary donations, and gifts in kind that complement the collection and are relevant to the academic program. Enhancements to the collection are important to the provision of top-quality educational support at George Brown College.

Monetary Donations

Monetary donations, which can be applied to the purchase of books and other materials, are always greatly appreciated. Please make cheques payable to the "George Brown College Library" and send them to the Director, Educational Resources, Library / Learning Commons, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.

Gifts in Kind

A "gift in kind" refers to a gift of property other than cash, such as books and other materials. A gift in kind does not include a gift of services.

Conditions

Because of space limitations, the costs of repairing and rebinding materials, and the objectives of the collection development policy to build collections that support faculty teaching needs and student inquiry related to the curriculum, not all donated materials can be accepted and added. Hence, the LLC reserves the right to accept or refuse donations. Donations are accepted with the understanding that the donated items become the unconditional property of George Brown College.

Donated materials are either integrated into the LLC collection or, in the case of materials that are not needed, redistributed in the most appropriate manner (e.g., sent to other libraries, or sold), unless the donor specifically requests at the time of the initial offer that unwanted materials be returned. Donors must read and sign a "Donation to the Library / Learning Commons Form."

Materials Selection Criteria

The LLC accepts curriculum-relevant materials in the following formats:

- recently published monographs
- textbooks (the most-up-to-date current edition)
- backruns of periodicals that extend holdings or fill gaps
- compact discs
- popular paperbacks (for the recreational reading collection--selectively)
- closed-captioned visual materials (but only with educational performance rights)
- periodical subscriptions (see separate "Gift Periodical Subscriptions Policy")



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The LLC does not normally accept the following:

- marked, highlighted, or damaged materials
- non-current editions of textbooks
- books identified as publishers' samples or desk copies
- teachers' manuals
- workbooks
- outdated, superseded titles
- health, science, or technology books dated 5 years ago or earlier
- additional copies of materials in adequate supply
- single or scattered issues of magazines
- popular magazines and newspapers
- computer software
- photocopied material (e.g., course kits)
- Self-published material (incl. videotapes or CD-ROMs, etc.)
- microforms
- cassette tapes
- loose-leaf materials which require updating
- incomplete sets which cannot be used without all parts
- hard cover fiction
- government documents available on government websites
- institutional documents, records, & personal papers (which should be referred to the GBC Archives)

Charitable Donation Receipts

Receipts are issued, at the request of the donor, for cash donations and for gifts in kind. (When an appraisal of books is required, receipts are given for only for gifts-in-kind valued at \$500 minimum or more.) The George Brown College Library Learning Commons is not responsible for the cost of having donations appraised, except in the case of appraisals initiated by the LLC. If a donor wishes to arrange for their own appraisal for a donation, the donor is responsible for the cost of that appraisal. Only the materials that are accepted and added to the collection are eligible for receipts.

Who to Contact

Contact the Collection Development Librarian, Bill McAskill, by e-mail at bmcaskil@georgebrown.ca or by telephone (416 415-5000 ext. 3702).

Donor Obligations

Donors are asked to provide the LLC with a list of the titles they wish to donate, prior to bringing books and other materials to the LLC. Once LLC has inspected the donation and checked the list against LLC holdings, the donor may proceed with delivery to the appropriate location. The donor must sign a "Donation to the Library / Learning Commons Form."



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Delivery Locations:

Donated materials may be delivered or shipped to either of the locations below, to the appropriate librarian's attention. Delivery costs, if applicable, are negotiable with the LLC.

Library / Learning Commons
George Brown College -- Casa Loma Campus
160 Kendal Avenue
Toronto, ON M5R 1M3

Library / Learning Commons
George Brown College -- St. James Campus
200 King St. E.
Toronto, ON M5A 3W8

Library / Learning Commons
George Brown College -- Waterfront Campus
51 Dockside Drive
6th Floor, Room 618
Toronto, ON M5A 0B6



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Donation to the Library Learning Commons Form

(Please Print or Type)

Name: _____

Address: _____

City / Town _____ Postal Code: _____

Phone Number (home): _____ (work): _____

E-mail address (optional): _____

Please check the following, if applicable:

- Is the item a textbook? If so to which course is it associated?

- I require a tax receipt for accepted items (available for gifts in kind valued at \$500 minimum, when appraisal is required).

- I wish to have back the materials that the Library does not require, and I will arrange for pick-up within a convenient time frame for the Library.

I understand that donations that the library does not require, and that I do not want returned, may be distributed to other libraries, sold in library book sales, or given to students. Once accepted, donated materials become the unconditional property of George Brown College.

Donor's Signature _____

Date: _____

Your donation is appreciated. Thank you.