

Acceptance of Gifts Policy

1. Preamble

Due to high processing costs and space limitations, the Library does not actively seek physical gifts or donations. The library does not commit to adding donated materials to our collection and, of those added, reserves the right to remove them from our collection, in future. The [Advancement Office](#) handles monetary gifts.

2. Purpose

This policy provides guidance for the Library's acceptance of material gifts and the Library's addition of such gifts to its collection holdings.

3. Jurisdiction/scope

This policy applies to material gifts offered to the University's Patrick Power Library and Archives by any member of the Saint Mary's University community (faculty, staff, and students) and the public.

4. Policy

1.1. Policies relating to the criteria for accepting material gifts.

1.1.1. The Library may accept unsolicited material gifts but does not guarantee that they will be added to our collection.

1.1.2. The decision to add a gift to our collection is the responsibility of the Dean, University Library and Archives with assessment support provided by the Collections Librarian and Library Liaisons.

- 1.1.3. The prospective addition must fall within the scope of the Library's [Collection Policy](#)
- 1.1.4. Examples of items that are not added to the Library's collection include:
 - 1.1.4.1. Gifts that duplicate material held by the Library or easily accessed within the Novanet system.
 - 1.1.4.2. Material that is damaged or in poor condition
 - 1.1.4.3. Textbooks and related instructional aids
 - 1.1.4.4. Newspapers, magazines, or journals, except to fill gaps in current holdings
- 1.1.5. To assist with assessment, the Library may require a descriptive list of the material being offered. Lists should include all titles, authors, publication dates, formats, and condition of materials.
- 1.1.6. Gifts with restrictions or special conditions attached to them will generally not be accepted. The decision rests with the Dean, University Library and Archives.
- 1.1.7. The Library does not guarantee a set time for accepting, evaluating, and processing gifted material.
- 1.1.8. The Library does not commit to communicating whether gifted items are selected to be added to the collection.
- 1.1.9. Disposition of material not added to the collection, remains at the discretion of the Library in whatever way it deems appropriate. Materials we choose not to add to our collection, or that we choose to remove from our collection in future, may be sent to [Better World Books](#), as one example.

1.2. Policies relating to physical gifts that have been accepted.

- 1.2.1. The donor may be asked to sign the [Gift Agreement Form](#) .
The Library will retain one copy of the completed form and will provide one copy to the donor.
- 1.2.2. The donor assumes any costs associated with packing and shipping the material to the Library.

1.2.3. Gifts become the exclusive property of the Library and may be retained, sold, recycled, or otherwise discarded.

1.2.4. Gifts are not returned to the donor.

1.2.5. The Library does not typically attach bookplates to gift material. The decision to provide bookplates rests with the Dean, University Library and Archives.

1.2.6. Tax receipts are not normally provided for gifts. Exceptions may be made when gifts are rare or of unique value to the Library's collections.

2. Related Policies, Procedures and Documents

2.1. Policies

- [Library Collection Development Policy](#)

2.2. Procedures

- To initiate discussion about a potential gift to the Library, please call Library Administration at: (902) 420-5534
- If connecting by email, please include both the Collections Librarian and Library Administration at:
 - Collections Librarian: Nicole.carter@smu.ca
 - Library Administration: Lisa.billard@smu.ca

Additional Approval Information

- a) **Approving Authority:** Dean, University Library and Archives
- b) **Approved:** April 2, 2026
- c) **Responsible Office:** Patrick Power Library
- d) **Responsibility:** Dean, University Library and Archives; Librarian, Collections Development
- e) **Revision Date(s):** n/a
- f) **Supersedes:** n/a
- g) **Next Required Review:** Every two years, or as required