



Donation of material to Concordia University Library

**DONATION
FORM**
(September 2017)

Name	
Address	
City/Prov/Post Code	
Telephone or E-mail	

In support of the Concordia University Library, I hereby donate:

___ List of item(s) attached: (please provide author, title, publisher, and year of publication for each item)

___ The following item(s): (please write below or use the back of this form to list each item)

Charitable tax receipt and appraisal(s)

I request a tax receipt. Yes _____ No _____

Only items added to the collection are eligible for a tax receipt. If a tax receipt is requested, an external professional independent appraisal may be needed to establish fair market value. Appraisal costs are normally the responsibility of the donor.

Tax receipts are issued by the Concordia Advancement and Alumni Relations Office after receiving confirmation of the delivery of the gift to the Library and the receipt of the appropriate appraisal(s).

I confirm that I am the owner of the given material(s), or am authorized by the owner of the material(s) to give it.

I understand that, once accepted, gifts become the property of the Concordia University Library. Decisions about location, cataloguing, retention, and preservation are at the discretion of the Concordia University Library in accordance with institutional policy.

I accept the above conditions.

Donor signature

Date

Library representative signature

Date

Donations of library material are made in accordance with the Canada Revenue Agency (CRA) and the Ministère du Revenu du Québec (MRQ). Library material, as other Gifts-in-Kind, may be received and held by Concordia University and used for purposes consistent with the University's objectives, or may be disposed of at any time after the donation, provided no such agreement to the contrary is made between the donor and Concordia University.
