

GIFTS-IN-KIND POLICY

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**Effective Date:** November 4, 2025**Approval Authority:** Library Administration**Supersedes /Amends:** November 15, 2018**Policy Number:** T-1

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**PREAMBLE**

Concordia University Library (the Library) welcomes gifts of books, archives, and other materials that contribute to the growth and development of the Library collection (the Collection) and support teaching, learning, and research activities at Concordia University (the University).

**SCOPE**

The Concordia University Library - Gifts-in-Kind Policy (the Policy) sets out the principles and processes through which the Library accepts gifts-in-kind. The Policy applies only to gifts proposed to the Library for the general collection and Special Collections and Archives.

The Policy does not apply to gifts proposed to the University's Public Art collection; the collections managed by the Records Management and Archives Department; nor those collections that are owned by the University art galleries, academic or other departments. It also does not apply to gifts of funds. [Donations of funds](#) that support the purchase of collection material or equipment for the Library are coordinated through the Office of the University Librarian and Concordia Advancement and Alumni Relations.

The Policy is governed by the [University's Policy Concerning Gift Acceptance and Receipting \(VPA-1\)](#).

**PURPOSE**

This Policy governs the acceptance of gifts-in-kind by the Library and the criteria through which gifts are accepted.

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**POLICY**Guidelines for acceptance of gifts-in-kind

1. The Library accepts gifts that enhance the Collection and align with the University's teaching and research priorities.
2. All proposed gifts will be assessed on a case-by-case basis by the Library.
3. The Library cannot accept all proposed gifts. The Library reserves the right to decline gifts.
4. Unless of significant value to the Collection, the Library does not accept gifts of textbooks, journals, newspapers, magazines, trade paperbacks, or self-published or vanity press titles. The Library does not accept examination copies. Review copies may be accepted unless information in the item specifically forbids its use in this way.
5. Before gifts are added to the Collection, proposed donations must be reviewed and accepted, and a donation form or donation agreement must be signed. Donors must have the right to transfer ownership of the proposed gift to the University, and gifts must not be subject to the conditions of any other agreement, nor to the consent of any other person or persons. All accepted gifts become the sole and exclusive property of the University once the donation form or agreement has been signed.
6. Unsolicited materials left at the Library not accompanied by a donation form or agreement are deemed to be donated and may be disposed of at the Library's discretion.
7. Normally no restrictions can be placed on the disposition and use of the material offered. The Library has the right to determine how the gifts are used, where they are located, whether they are retained, and all matters related to their use or disposition, provided no such agreement to the contrary is made between the donor and Concordia University.

Acquisition criteria

8. The following criteria will be used to determine if a gift will be accepted:
  - Whether the items proposed are within the scope of Library collection policies.

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- Whether the proposed gift duplicates existing holdings.
- Processing and maintenance costs associated with accepting the proposed gift.
- Space considerations.
- Physical condition of the proposed gift.

### Proposing a Gift to Special Collections and Archives

9. Proposed gifts to Special Collections and Archives must be aligned with the [Special Collections and Archives – Collection Development Policy](#); support the Library’s vision, mission, and strategic directions; contribute to the growth and development of the Collection; and complement existing collections and fonds.
10. To propose a gift to Special Collections and Archives, prospective donors should contact the Head, Special Collections and Archives.
11. Prospective donors will be asked to provide a list and/or description of the books, archival materials, or special items offered in donation, as appropriate. For gifts of published material, the list should include author, title, publisher, and date of publication. For gifts of archival material or other special materials, a description of the proposed gift should be provided. Instructions are available in the [How-to guide for making a gift to Special Collections and Archives](#).
12. Should the prospective donor not be able to provide a list and/or short description of the material, it may be difficult to evaluate the proposed donation. Should a list and/or description not be provided, the Library reserves the right not to consider a proposed gift.

### Proposing a Gift to the General Collection

13. Proposed gifts to the general collection must be aligned with the Library’s collection development policies in the appropriate area(s); support the Library’s vision, mission, and strategic directions; and contribute to the growth and development of the Collection.
14. To propose a gift to the general collection, prospective donors should contact the Special Collections Librarian and Archivist, Collections Coordinator, or Associate University Librarian, Collection Services.

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15. Prospective donors will be asked to provide a list of the items offered in donation. For gifts of published material, the list should include author, title, publisher, and date of publication.
16. Should the prospective donor not provide a list, the Library reserves the right to not consider a proposed gift of published material.

### Appraisals and Tax Benefits

17. Gifts may be eligible for tax receipts. If requested, the Library will have tax receipts issued for gifts that have a minimum value of \$100. Gifts worth over \$1,000 may need to be evaluated by an external appraiser. The Special Collections Librarian and Archivist, Collections Coordinator, or Head, Special Collections and Archives can assist with a preliminary evaluation to determine whether an external appraisal will be required.
18. If an external appraisal is required, Concordia will arrange to have the fair market value of the gift appraised, at the donor's expense, based on Canada Revenue Agency's guidelines for an independent third-party appraisal for gifts over \$1,000 and Concordia's Policy Concerning Gift Acceptance and Receipting (VPA-1).
19. Charitable tax receipts for donations that qualify as "Gifts" according to VPA-1 Policy and the Income Tax Act will be issued to the donor by Concordia in an amount equal to the appraised value of the gift. The value of the gift must be determined in accordance with Canada Revenue Agency's guidelines on valuation and in compliance with the Income Tax Act.
20. Tax certificates are issued in accordance with the Cultural Property Export and Import Act, when appropriate.

### Delivery of Gifts-in-Kind

21. Arrangements concerning the delivery of all gifts will be made only once the donation is accepted and the donation form or agreement is signed. Donors will assume full responsibility for packing and transporting or shipping any accepted gifts to the Library.

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**QUESTIONS, COMMENTS OR COMPLAINTS**

Questions, comments, or complaints about this Policy or its application should be addressed to the Library Administration:

by email:      [libraryadmin@lists.concordia.ca](mailto:libraryadmin@lists.concordia.ca)

or by mail to: University Librarian  
Library Administration Office  
Concordia University  
1455 de Maisonneuve Blvd. West, LB-331  
Montréal, Québec, H3G 1M8

This was approved by Library Cabinet on Tuesday, October 28<sup>th</sup>, 2025.