



Donation of Library Materials Form

STEP 1: Please answer the following questions FIRST!

1. Do you wish to have any material deemed not to fall within existing collection guidelines returned if the library does not require the material for the collection? Yes / No

Apart from the above, note that all donations are accepted with the understanding that ownership of all donated materials is transferred to the First Nations University of Canada **and will not be returned.**

If a tax receipt is required for part or all of a donation, please see **Note #1**

STEP 2: Fill in the form (Please Print)

Name: _____

Address: _____

City/Town: _____

Postal Code: _____

Email: _____

Phone Number: (Home) _____ (Work) _____

STEP 3: Sign the document

Signature: _____ Date: _____

NOTES:

1. As per the First Nations University of Canada's Fundraising and Gift Acceptance Policy, independent appraisals are required for gifts-in-kind. Appraisal costs are the responsibility of the donor. Additional information about the University's Fundraising and Gift Acceptance Policy is at <http://www.fnuniv.ca/policies>.

2. Any items received free (i.e. complimentary copy) are not eligible for a tax receipt.

3. **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.

4. 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.*

5. **Note to Students:** The FNUniv Library cannot accept textbooks. Please contact the University of Regina Bookstore for information on buying back current editions of textbooks.

Thank you