In-Kind Donations to VIU Library Collections
The Vancouver Island University Library is committed to enhancing its collection, for the benefit of students, faculty and community stakeholders, through diverse acquisition strategies, including donations of rare or unique materials.

Acceptance guidelines
VIU Library welcomes inquiries from prospective donors of rare and/or unique print monographs, manuscripts, personal or organizational archives, and other media materials, especially those reflecting the history, culture, and communities of Vancouver Island and surrounding areas in content and/or authorship.

Gifts of materials for VIU Library Collections are considered by the Collections Coordinator, Special Collections & Archives Coordinator, and subject liaison librarians as appropriate. The Library reserves the right to accept or decline prospective donations. Among the criteria used to determine acceptability are:

- whether the prospective donations fall within the scope of the Library’s collections, which are developed and managed according to current and reasonably foreseeable VIU learning, teaching and research needs.
- whether the prospective donations support the current or emerging teaching, learning and research needs of the University
- physical condition of the material offered
- processing and maintenance costs of the material offered
- restrictions, if any, prospective donors wish to place on the disposition and use of the material offered

If you wish to donate materials that do not meet the acceptance criteria outlined above, you may wish to consider the organizations below for your donation:

- Literacy Nanaimo
- Rotary Book Sale
- Better World Books

Donation procedures
Prospective donors must provide a description of the material(s) being offered for consideration, in the form of a list or bibliography (electronic only) with accompanying photographs of the material(s) if possible. In some cases, a site visit to view prospective donations may be necessary. The VIU Library will not accept material(s) dropped off without prior consultation.
If the donated material is accepted, arrangements will be made with the donor to deliver the material to the VIU Library. Tax receipts will be issued for donations with a fair market value of $200 or more (current employees of the University exempt).

When an official tax receipt is requested by the donor, VIU requires that a written appraisal or other appropriate documentation (such as purchase receipts) be provided by the donor. Qualified employees of the VIU Library, University or VIU Foundation may appraise gifts with a fair market value up to $1000 CAD. Donations with a fair market value of $1000 or more require a professional appraisal.

All donations become the sole and exclusive property of the VIU Library. As owner, the Library has the right to determine how any gift is to be used, where it is to be located, if and how it is catalogued, whether it will be retained by the Library and how it will be treated if not retained, how long it will be kept in the collection, and any other matter related to the gift's use or disposition.

The Library is pleased to consider requests for donor names to be added to electronic catalogue records or bookplates.