

Strynadka/Brady Reading Room Donation Policy and Procedure

The purpose of the Reading Room is to provide Native Studies faculty, students, and alumni a repository of books, magazines, journals, and the like with a focus on the interdisciplinary field of Native Studies

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1. Overview

The purpose of this policy is to outline the procedures involved with donations of materials (materials as in books, grey literature, DVDs, and the like). This includes, but is not limited to, the type of items accepted, the changing of ownership from donor to the Strynadka/Brady Reading Room (hereafter “*Reading Room*”), and the general process of item(s) donation. While the *Reading Room* accepts all material, donations are assessed against how the item will contribute to the field of Native Studies. Moreover, while all materials are generally accepted, it is at the discretion of *Reading Room* staff as to what will be placed within the general collection. Influencing factors include the aforementioned, as well as book quality, age, and number of copies already possessed by the *Reading Room*.

2. Background

The *Reading Room* is a resource available to the public, but only Native Studies students, academic staff, and alumni are allowed to borrow materials. The overall theme of the *Reading Room* pertains to Indigenous works which are composed primarily of donated items.

3. Governing principles

The *Reading Room* is a resource available to Native Studies students, staff, and alumni (and to a lesser extent, the University-at-large) which places a specific emphasis on Indigenous

Peoples. As such, the *Reading Room* is principally guided by the needs of the current Native Studies student population. As such, the philosophy of the *Reading Room* is to provide students with the materials needed to gain a comprehensive knowledge of the field of Native Studies. As a broad academic area, the *Reading Room's* materials are reflective of this expansive field.

4. Accepted and Unaccepted Materials

Generally, acceptable materials include:

- Materials in good or fair condition.
- Materials that discuss Indigenous Peoples, both globally, nationally, and provincially.
- Materials with a specific focus on either First Nations, Metis, or Inuit Peoples.
- Grey literature that is free of personal notes, writing, or other information not pertaining to the document in question.
- Materials of a both fictional or nonfictional nature.

Generally, unacceptable materials include:

- Materials in poor condition (yellowed, worn, dusty, damp, mouldy, and/or torn).
- Computer software.
- eBooks.
- Materials that do not fall under the broad category of Native Studies.
- Materials that are in languages other than French, English or Indigenous (languages/dialects).
- Pirated materials (such as photocopied articles or burned DVDs).
- Materials that do not support the teachings and research of the Faculty of Native Studies and the University-at-large.

5. Donation Policy

Donations to the *Reading Room* are considered “Gifts-in-kind” and are given freely to the *Reading Room*.

This policy adheres to the guiding principles of the University of Alberta's **Donation Acceptance Policy**, and should be read in conjunction with this document. The *Reading Room* donation policy provides additional details specific to the donation of books, periodicals, and other materials and does not address monetary or other forms of donation to the Faculty or the University of Alberta.

The following are procedural guidelines for donating Gifts-in-Kind to the Reading Room.

1. Complete a basic inventory using our provided **donation spreadsheet**. A brief description of subjects covered, while not essential, aids us in considering the acceptance of larger gifts.
2. Contact the Reading Room to discuss your offer in detail, including whether a tax receipt is requested. (The Faculty will provide guidance on whether to proceed with an independent appraisal or whether the Faculty will bear this cost.) The Faculty will also provide direction around which items should be appraised based on its interest in acquiring them.
3. If Faculty pays for appraisal:
 1. Donor and the Faculty will complete the Gift in Kind Acquisition Form. Once completed, the materials will be delivered and considered accepted by the Faculty.
 2. As per the policy, an appraisal will be conducted with a value assigned to the donation.
4. If donor pays for appraisal:
 1. The donors, upon their agreement to proceed, will undertake an independent appraisal determining fair market value of the prospective gift. The donor will provide the Faculty with the completed appraisal statement. The Faculty will determine whether or not to proceed with the donation and if yes, the Faculty will provide a Gift in Kind Acquisition Form to the prospective donor.
 2. Once the Gift in Kind Acquisition Form has been signed by both parties (Donor and the Faculty), the materials will be delivered to the University and considered accepted by the the Faculty
5. If eligible, a tax receipt will be issued by the Office of Advancement.

Donations from current staff of the Faculty of Native Studies

The University must avoid the perception of any and all conflicts of interest. As such, all donations of Gifts-in-Kind from current employees of the University of Alberta Faculty of Native Studies are ineligible for tax receipts. All other terms of the Gifts-in-Kind Policy will apply to prospective donations from current staff.

Donor Recognition

Upon acceptance of the donation, the donor will receive a letter of gratitude thanking the donor for their donation. Once the materials are processed, donor cards are attached to

each item; acknowledging that the donor, by name, had donated that particular item. Donor's may also request anonymity.