

Guidelines for Retiring Faculty on Donating Material to the Library and Northern BC Archives

Retiring faculty members are encouraged to check with the UNBC Library and Archives regarding the disposition of their books and papers/manuscripts. Faculty collections contribute significantly to the strength of the Geoffrey R. Weller Library and Northern British Columbia Archives & Special Collections. Your collections have the potential to provide valuable information to future researchers on both your personal research topics and the history of UNBC.

Donation is simple and a professional librarian or archivist is available to help you.

Books

A professional librarian will evaluate books to determine if they are desired for the general collection. In most cases, donors will be required to provide a list of the material being offered. A gift of books may qualify as a charitable donation for income tax purposes, although materials acquired with government funds (e.g. through university research grants, professional development allowances) are not considered personal property, and are ineligible for a tax receipt. Materials received free by the donor, including complimentary desk or review copies, are also ineligible for a tax receipt. In addition, a qualified appraiser must evaluate proposed donations whose value is likely to be in excess of \$1000. For more details, including information what types of materials the Library does and does not accept, please see <https://www.unbc.ca/library/about/donations>

If you have books you would like to donate, please contact:

Heather Empey, Collections & Acquisitions Librarian

(250) 960-6468

heather.empey@unbc.ca

Research Corpus & Materials with Historical or Archival Value

The Northern British Columbia Archives & Special Collections has a mandate to acquire, preserve and provide access to original materials of permanent value related to 1) the institutional history and development of UNBC, and 2) the history and culture of Northern British Columbia. As such, the Archives may be interested in acquiring research materials created either during your tenure at UNBC, or which pertain to the history and development of Northern BC. For more detailed information on how to donate your multi-media research material (textual, digital, photographic, cartographic, etc.) please visit “**Archival Donations: UNBC Faculty**” webpage: <https://libguides.unbc.ca/archives/donations/unbc/faculty>

If you would like to discuss a potential donation further, please contact:

Erica Hernández-Read, Head, Archives & Special Collections

(250) 960-6603

erica.hernandez-read@unbc.ca / archives@unbc.ca