

## COAST CAPITAL SAVINGS LIBRARY

## **DONATIONS OF BOOKS AND MATERIALS**

The Coast Capital Savings Library at Kwantlen Polytechnic University welcomes your donations of books and other information resources.

Please fill out our Gifts-in-Kind Donations Form so we can offer you our thanks. The form is available at the Service Counter of every campus library.

### **DONATED MATERIALS ARE EVALUATED**

Any materials donated will be evaluated according to the standard selection criteria used when purchasing publications for the library. Materials which support the Kwantlen Polytechnic University research and curriculum needs will be added to the collection.

#### WE ARE AN ACADEMIC LIBRARY

If your materials are of a popular nature please consider donating to your local public library or a charity of your choice.

#### **NOT ALL MATERIALS ARE SELECTED**

Materials not selected for the collection will be placed in our library book sale, forwarded to other agencies, or recycled.

# PLEASE DO NOT SEND BOOKS IN POOR CONDITION.

This includes items with underlining, highlighting, yellowed pages, water damage, moldy, soiled, missing pages, or books warped from storage. Take advantage of recycling programs to dispose of these materials

#### PLEASE ADVISE OF LARGE DONATIONS

If you are considering donating a large number of items please contact our Collection Development Librarian before delivering your gift.

Linda Rogers linda.rogers@kpu.ca 604.599.2942

Learn more at **kpu.ca/library** 

### WE DO NOT OFFER PICKUP SERVICE

We regret that we are unable to pick up your donations. They can be delivered to any of our four campus libraries: Surrey, Langley, Cloverdale, or Richmond. Please bring donations to the Service Counter.

# TAX RECEIPTS ARE AVAILABLE FOR SOME DONATIONS

If you would like to receive a tax receipt for your donation, please indicate this on the Gifts-in-Kind Donation Form. Only donations which are valued at more than \$25 will be issued a tax receipt.

