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| Policy | Collections: Gift-in-Kind Donations |
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| | Okanagan College Library welcomes donations of books, scholarly journals and other media when: |
| 1. | The proposed donation addresses the needs of subjects taught or proposed for inclusion in the syllabus at Okanagan College; |
| 2. | The proposed donation does not duplicate holdings in the collection, except as the Library determines such duplication to be desirable; |
| 3. | The proposed donation is in a physical condition and format suitable for library use; |
| 4. | The costs of appraisal and/or shipping the proposed donation can be afforded by the Library; |
| 5. | The proposed donation can be stored and processed efficiently into the collection; |
| 6. | The proposed donation does not consist of audiovisual media for which public performance rights are unavailable; |
| 7. | Arrangements can be made which are mutually agreeable to the donor and the Library regarding appraisal, shipment, and location of the donation within the Library collection. |

Approved by the Library Management Committee, January 19, 2006