



Deed of Gift

Library and Archival Gifts-in-Kind

William C. Mearns Centre for Learning / McPherson Library | PO Box 1800 STN CSC | Victoria, BC V8W 3H5 | <http://www.uvic.ca/library/about/support>

Donor Information (Please print.)	
Name:	<input type="checkbox"/> I wish my gift to remain anonymous. Please do not list my name in University donor publications.
Street Address:	City/Province/Postal Code:
Email:	Telephone:
Material Description (Please describe below, or attach a description.)	
	<input type="checkbox"/> Description attached
Terms and Conditions	
The location, retention, cataloguing and preservation of the materials, or other considerations relating to their use or disposition, are at the discretion of the Libraries in accordance with institutional policy. Materials added to the collections shall be accessible to all persons authorized to use materials held by UVic Libraries, subject to the <i>Personal Information Protection Act</i> , SBC2003 and any further terms and conditions indicated below.	
Further Terms and Conditions (Please describe below, or attach a description.)	
	<input type="checkbox"/> Terms and Conditions attached <input type="checkbox"/> No Terms and Conditions
Agreement	
<p>I hereby donate and convey to the University of Victoria, BC, the materials described above. I represent and warrant that I am the sole owner of the materials and have full right, power and authority to give the materials to the University of Victoria Libraries; and I verify that this gift was not initially acquired as part of a tax shelter arrangement*. I have received an explanation of all Terms and Conditions of this Deed of Gift and agree to them as indicated by my signature below.</p> <p>*Canada Revenue Agency does not allow property initially acquired as part of a tax shelter to be gifts. http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-e.html</p>	
Donor signature: X	Date:
LIBRARY USE ONLY	
Libraries representative signature: X	Date:
Name and Title of representative: (please print)	Material received on site (date):
Accession No:	Copy sent to donor (date):

On behalf of the University of Victoria, the Libraries gratefully acknowledge receipt of this gift and agree to the stipulations outlined above.

Evaluation for Income Tax

Deemed Fair Market Value

Where the value of property is not clearly established or documented, a qualified appraiser will determine the fair market value. If a tax receipt is issued for the donation, it will be for the fair market value of the materials retained, unless subject to Canada Revenue Agency limitations. The Libraries estimate of value is final and not subject to negotiation.

Tax receipts

Tax receipts can be issued upon request for gifts added to the collection which comply with Canada Revenue Agency requirements. Canada Revenue Agency requires that property acquired by the donor less than 3 years before the date of donation must include the gift's purchase receipt; and property acquired by the donor less than 10 years before the date of donation with the intention of making a gift of it must include the gift's purchase receipt. Gifts initially acquired as part of a tax shelter cannot be accepted. Complimentary or review copies from publishers, material purchased by research funds, or received through participation on an adjudication body or editorial board are not eligible for a tax receipt. < <http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-e.html> >

- No evaluation of my donation or official receipt is requested.
- I request an evaluation of my donation, and an official receipt issued for income tax deduction.

If a tax receipt is requested, please select the statement below which describes your acquisition of the donation:

This gift was acquired:

- more than 10 years from the date of donation.
 - more than 3 years ago from the date of donation.
 - less than 3 years from the date of donation and includes the purchase receipt.
 - less than 10 years from the date of donation with a main purpose being to make a gift of it, and includes the purchase receipt.
- I allow my gift to be accepted under UVic Libraries' *Gifts Policy for Donors* < <http://www.uvic.ca/library/use/policies/gifts.php> > and Canada Revenue Agency *Gifts and Income Tax* requirements. < <http://www.cra-arc.gc.ca/E/pub/tg/p113/p113-e.html> >

Donor signature:

X

Date:

Further Giving Opportunities

UVic Libraries serve as a research and teaching resource for students, faculty members and the community at large. Our mandate is to collect, preserve and provide access to materials in support of research, teaching and learning. Donated materials such as books often require preservation work before they can be made available, and a *Library Materials Conservation Fund* has been established to help make rare, damaged and fragile gifts accessible. If you are considering further giving opportunities, contributions to the *Library Materials Conservation Fund* are gratefully accepted, and you may indicate your interest below.

I wish to contribute to the **Library Materials Conservation Fund** with a gift of:

- \$50 \$100 \$200 Other: \$ _____
- I have enclosed my cheque(s) payable to the University of Victoria.
- I will donate via credit card online at <http://www.give.uvic.ca> (Click on "Donate Now", then "UVic Libraries" and select the fund in the drop-down menu)
- I wish to be contacted by the University of Victoria Development Office to learn about further giving opportunities, or to donate by credit card over the telephone.

Privacy Policy

Donor confidentiality is important to the University of Victoria. This form requests name, address, and contact information from donors. *For donors not requesting a tax receipt, only name and contact information are required.*

The information you provide is used by the Advancement Services Office to issue a tax receipt, by the Libraries and Advancement Services Office to acknowledge gifts as appropriate, and by the University to maintain records of donations. The information collected on this form is accessible only to University of Victoria staff. Personal donor information is not made available to any third parties.



LIBRARY USE ONLY

Donor and date of donation:

Acc.No.

Copyright Control

- I do not control copyright in any of the donated materials.
- To the best of my knowledge, the copyright is controlled by (*please provide name and contact information below*):

Copyright holder name:

Address:

Telephone:

E-mail:

- I control the copyright in some or all of the donated materials.

Copyright Details (*Please list below or attach a list of the materials for which you control the copyright; and indicate the nature of your copyright control, e.g., sole/joint owners, heir, literary executor, trustee.*)

Copyright Conveyance

If you control the copyright and are willing to grant a conveyance, please select a conveyance below and initial where indicated.

- I do not wish to transfer copyright, but give permission for copies to be made by or for users of the materials for research and private study, please initial here: _____ →

- I wish to transfer to UVic Libraries any copyright you control in the above-named materials, subject to limitations, if any, stated below, please initial here: _____ →

Copyright Limitations (*Please describe below, or attach a description.*)

- No Copyright Limitations
- Copyright Limitations attached

Donor signature:

Date: