

The ROM Library and Archives will consider the donation of books and other research materials which closely complement existing library and archival collections. The generosity of donors has contributed significantly to the collections of the ROM Library and Archives.

1. General Guidelines

Those wishing to make a gift-in-kind donation to the ROM Library and Archives should consult with a librarian or archivist before submitting any material. The Library and Archives only accepts donations that are highly relevant to our collection needs and which fall within the scope of our collecting mandate. Gift-in-kind donations must fulfill at least one of the following criteria: support the ROM's current and evolving collection interests and principles; sustain the research needs of ROM staff and researchers; augment collections of depth; or, enhance the unique and noteworthy holdings of the ROM Library and Archives' collections. Only material that does not duplicate existing ROM library or archival collections can be accepted, and which does not unnecessarily duplicate the collections of other Toronto-area libraries and archives. Upon acceptance, and only if requested by the donor, the Library and Archives will have the gift appraised and will arrange to have a receipt for the fair market value of the gift-in-kind issued for income tax purposes.

2. Guidelines for the Donation of Library Materials

Gifts of books and periodicals are normally accepted by the Department Head or East Asia Librarian, often in consultation with an appropriate curator or staff member. The Richard Wernham & Julia West Library and Bishop White Committee Library of East Asia reserve the right to accept or refuse prospective donations.

Among the criteria used to determine acceptability are:

- Whether the prospective donation falls within the scope of the collections of the ROM libraries and if the material is highly relevant to our collection needs. Gifts are assessed for inclusion in the collections according to criteria similar to those governing the acquisition of purchased materials
- Whether the prospective donation would unnecessarily duplicate material already held in the collections of the ROM libraries or University of Toronto Libraries or Toronto Public Library
- Physical condition – we cannot accept materials that are not in good physical condition, e.g., contain mold or mildew, tears, stains, water damage or are in any way impaired in a manner that results in limited or restricted use. These items are potentially harmful to existing collections.
- Processing and maintenance costs – materials requiring significant restoration, conservation or unique storage cannot be accepted unless accompanied by appropriate funding.

- Restrictions, if any, which prospective donors wish to place on the disposition and use of the material offered

We cannot accept:

- Textbooks
- Popular trade paperbacks
- Single issues of periodicals or broken runs of bound periodicals, unless they fill gaps in our current collection
- Outdated media formats
- Photocopies/facsimiles of original materials

2.1 Donation Procedures for Library Materials

- A list or bibliography of the prospective donation is required of the donor, and only the material selected for the ROM library collections will be accepted.
- At the discretion of the Department Head, a visit may be made to view the proposed donation.
- Transportation or shipment of the gifts accepted for the collection will be the responsibility of the donor.
- The ROM libraries are under no obligation to acknowledge, return, or retain unsolicited donations of any materials received in the mail or dropped-off by individuals or organizations. If the ROM libraries retain an unsolicited donation, the donation will be formally accepted and acknowledged, where possible, and additional follow-up with the donor may be required.
- Once received, the material becomes the property of the Royal Ontario Museum. The ROM libraries have the right to dispose of duplicate or unwanted material in the most appropriate manner we see fit. This may include: gifting the material to another library, offering the material on an international exchange, offering the material to a local book sale, or selling the material on the second hand market. Material that cannot be placed in any of these categories will be recycled.
- **Only materials deemed appropriate for inclusion in our collections will be eligible for a tax receipt.**

3. Guidelines for the Donation of Archival Materials

Gifts of manuscript or archival collections are normally accepted by the Archivist, often in consultation with an appropriate curator or staff member. The ROM Archives reserves the right to accept or refuse prospective donations.

Donations to the ROM Archives are accepted as appropriate to established collection guidelines and are actively solicited upon occasion. Donations are the principle means of archival special collection acquisition. The ROM Archives does not purchase or accept as a donation any materials that are out of the scope of the research which the ROM supports. Collections offered and accepted should either complement existing strengths or be in themselves of such quality as to offer substantial research potential. Except in unusual circumstances, the ROM Archives does not purchase materials from individuals but rather through established, reputable dealers and auction houses. Each donation must be considered on its own merits.

3.1 Relation to Archival Collections outside the ROM

Collection strengths at other Toronto, provincial, and Canadian institutions influence the collection activities of the ROM Archives to a significant extent. The decision whether to acquire archival materials is influenced by whether or not there is already an institution with a similar collection. Where possible, donors are encouraged to make their donation to the institution best suited to acquire the archival materials. The ROM Archives will not compete with other institutions for the acquisition of archival materials.

3.2 Conditions of Acquisition for Archival Materials

Given the age, rarity, and cost of materials in archives and special collections, donations to strengthen the collection are directly affected by curatorial needs and the availability of desired materials in other Toronto-area libraries and archives. Archival and special collections materials will be accessioned into the ROM collection only under the following conditions:

- The material must be consistent with and relevant to the ROM's mission
- The ROM Archives must be able to provide proper care and storage for the archival material. Materials requiring significant restoration, conservation or unique storage cannot be accepted unless accompanied by appropriate funding.
- The archival materials must be accompanied by a good record of provenance and must be authenticated. Exceptions will be reviewed on a case-by-case basis

- Donations must be free and clear of conditions and restrictions imposed by the donors regarding the ROM's use of the archival materials. Exceptions will be reviewed on a case-by-case basis. Where possible restrictions should be of short duration or only to protect personal privacy
- All donations to the ROM's collections are irrevocable upon the formal transfer of title to the ROM
- The ROM will acquire all economic rights necessary to permit anticipated exhibition and reproduction uses. The ROM will respect the creator's right to the integrity of the work. Where reasonable, the ROM will respect the creator's right to be associated with the work as its named creator
- The ROM is satisfied that any archival material to be acquired, whether by donation, exchange, or purchase, is not stolen or otherwise illegally acquired or collected. The acquisition of cultural property which has been in foreign countries will comply with the Cultural Property Export and Import Act, which incorporates the principles and provisions of the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) into Canadian law.

4. Tax Receipts

Donations to the ROM Library and Archives are considered charitable donations and may be eligible for tax receipts subject to Canada Revenue Agency regulations. If requested by the donor, the ROM Library and Archives will have the retained gifts valued for income tax purposes. The valuation will reflect the fair market value of the items retained. For gifts with a value of \$1,000.00 or more, an outside appraisal of value will be sought by the ROM. Gifts valued under \$1,000.00 may be appraised by a qualified member of the ROM Library and Archives staff.

To ensure that our staff have the appropriate time to evaluate, appraise, and submit the necessary paperwork, only gifts donated before October 31 are eligible for a tax receipt for the current calendar year. Gifts-in-kind made to the Library and Archives between November 1 and December 31, if eligible, will be issued a tax receipt for the following calendar year.

5. Donor Recognition

The Library and Archives will identify gifts made to its collections by means of an appropriate book catalogue note or acknowledgement in the archival finding aid. A letter or email may also be sent to acknowledge receipt of the gift material. Only if requested by the donor will a book plate be inserted into a donated item.

6. Relevant Policy and Management Practices

The ROM addresses many of the above issues in several of its Board policies including:

- Collections policy
- Copyright policy
- Curatorial research policy
- Emergency & disaster recovery planning policy
- Information management & library policy
- Purchasing policy
- Risk Management policy

Board policies are available at <https://www.rom.on.ca/en/about-us/reports-policies-public-disclosures/board-policy-0>

Please also see the following Library and Archives Management Practices:

- Collections Management
- Access and Circulation

7. Contact Information

Library and Archives
Royal Ontario Museum
100 Queen's Park
Toronto ON M5S 2C6
Attn: Department Head
(416) 586-5740
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