

Library Donation Policy

The Library at **Master's College & Seminary** accepts donations of books and related materials that are **directly relevant and beneficial** to the academic and research needs of our students and faculty. Materials that do not meet these criteria will not be accepted.

For example, we typically **do not accept novels, popular fiction, or general interest books**, unless they are clearly connected to the subject matter or syllabi of courses taught at the College.

Ownership and Disposition of Donated Materials

Once received, **all donated materials become the property of Master's College & Seminary**. The library reserves the right to make decisions regarding the retention, location, cataloguing, access, and, if necessary, disposal of donated items.

Unwanted materials may be handled in any of the following ways: offered to other libraries or institutions, shared with students, faculty, or patrons, sold in a library book sale, or recycled or discarded as appropriate.

Receipts and Valuation

Please note that we **do not issue tax-deductible receipts or gift-in-kind acknowledgments**. Due to staffing limitations, we are unable to conduct the detailed appraisal process required by the **Canada Revenue Agency (CRA)** to determine the fair market value of donated items.

Donation Process and Guidelines

Donors are responsible for the **packaging, shipping, or delivery** of donated items. The library **cannot cover transportation costs**, and staff are **not available to travel** for the purpose of inspecting or appraising donations.

To assist in the evaluation process, we request that donors **submit a list or bibliography** of the items they wish to donate **prior to delivery**. Library staff reserve the right to **accept partial donations** if only some materials are deemed suitable for our collection.

From time to time, the library may enact **temporary moratoriums** on accepting donations due to staff capacity or project commitments.

Thank You

Thank you for considering the MCS Library for your donation. Your contributions help enrich the resources available to our students and faculty as they engage in study, research, and ministry preparation.

For inquiries or to submit a proposed donation list, please contact us at: library@mcs.edu