



Northern Ontario
School of Medicine

École de médecine
du Nord de l'Ontario

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Health Sciences Library- Gift Guidelines

The Health Sciences Library of the Northern Ontario School of Medicine (NOSM) welcomes gifts, as they are an important means of building the Library's collection. The Library adheres to the protocols and procedures established by NOSM's Advancement Office and Revenue Canada.

A gift can be a book, journal or other resource that is given to the Library at no charge; a gift may also be a monetary donation to be used towards the purchase of library materials.

Donors:

1. Donors will be expected to deliver the gifts at their own expense.
2. A *Gift Approval Form* must be completed by the donor.

Selection:

1. The Library reserves the right to accept any gift according to the following criteria:
 - a) Books, Government Documents and Multimedia: The primary reason for incorporating books, government documents or multimedia into the collection is that such resources will likely be of use to the teaching / research activities of current or future users. Textbooks and titles in poor repair are not usually selected for the collection.
 - b) Journals: The same criteria as outlined above apply to journals. All journals accepted for the collection must be indexed in a recognized indexing or abstracting resource. The Library will normally not accept as a gift a broken run of a journal, a run that covers less than five years, or any journal that is not currently subscribed to, unless the donor is prepared to continue the donation for at least five years.
2. Once gifts are accepted for the collection, the Library may dispose of the materials when, and as, they see fit.

Processing:

1. Gifts, once selected for the collection, shall be integrated into the work-flow for new acquisitions.

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