

**BRITISH COLUMBIA GENEALOGICAL SOCIETY**  
**RESOURCE CENTRE POLICY for GIFTS-IN-KIND DONATIONS**

Gifts of books and other materials represent an important element in the development of the Resource Centre collection. Members and friends of the British Columbia Genealogical Society (BCGS) who are thinking of making a gift to the Resource Centre should consider the following:

- Materials should enhance the existing collection or support the educational programs of the society.
  
- At the time of the donation the donor should specify whether he/she wishes the material to be returned to him/her in the event it duplicates an item already in our collection or does not meet our requirements. Such a donation, if kept by BCGS, may be sold at one of our book sales, and the proceeds used to purchase new materials.
  
- Gifts are accepted with the proviso that the BCGS Resource Centre becomes the sole owner of the donated material and therefore determines the retention, location and cataloguing procedures.

**DISPOSITION OF RESOURCE CENTRE COLLECTION MATERIAL**

In order to maintain the quality of the collection within the physical limitations of the Resource Centre, the Librarian will periodically remove material that is surplus or no longer of value. Disposition of surplus material is usually accomplished through periodic book sales at the society meetings and the proceeds are used to purchase new materials for the collection.

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
BCGS Library Duty Volunteer Signature

\_\_\_\_\_  
Donor Signature