



BCIT ARCHIVES DEED OF GIFT AGREEMENT

DONOR INFORMATION

Name of Donor Surname		Given Name(s)
Address	Apt. No./Street No.	Street Name
City		Province Postal Code
Phone Number (and area code)		Email
<p>I am authorized to dispose of the materials described herein and hereby donate said materials to the BCIT Archives. Copyright is transferred to the BCIT Archives and moral rights to this material are extinguished unless otherwise indicated. I agree that this material may be made available for research or reproduction on an unrestricted basis, subject only to those restrictions which may be specified below.</p> <p>Restrictions</p> <p>_____</p> <p>_____</p> <p>I have read and understand the terms and conditions governing donations to the BCIT Archives listed on the reverse of this form. I understand that any items hereby donated which are not retained by the BCIT Archives, either in the initial appraisal and selection processes or at a later date, shall be: (<i>donor to initial choice</i>)</p> <p>Returned: _____ Discarded in ways keeping with the Archives' policies & procedures: _____</p>		

DESCRIPTION OF DONATION (attach a separate sheet if necessary)

Donor's Signature	Accepted by

FOR ARCHIVES USE ONLY

Tax receipt approved	Acknowledgement sent	Date
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TERMS AND CONDITIONS GOVERNING DONATIONS TO THE ARCHIVES

Collection Mandate

The BCIT Archives acquires records which contain evidence and information about the institution's history, organization, function and structure. The Archives thus constitutes the official memory of BCIT and represents the accumulated experience of its members. These include:

- records created, received and accumulated by the various administrative offices of BCIT and by the various governing bodies of the BCIT;
- records of activities from groups such as the Alumni Association, Student Society and Faculty and Staff Association, which reflect the life of the BCIT community;
- and records of historical significance detailing BCIT's growth from the late 1950's to the present.

Appraisal Policy

The Archives reserves the right to dispose of materials that do not fit within the collection mandate of the Archives. Donated items will be accepted for the collection provided the following conditions are met:

- the items are relevant to and consistent with the mandate of the Archives, and
- the Archives is able to provide the storage, security, and preservation of the items under consideration in a manner that ensures their availability for research and use

Tax Receipts

Gifts will be appraised and tax receipts issued **only** if the donation is accepted for the archive collection or is of benefit to the BCIT Archive. Revenue Canada has indicated that no tax receipts should be issued for materials received free by the donor.

The appraisal must be an estimate of the "fair market value" of the item as of the date that legal ownership is transferred from the donor to the recipient. "Fair market value" is deemed to be the price a willing buyer and seller would arrive at independent of one another and in full knowledge of all facts.

When the value of the gift is \$1,000 or less, Revenue Canada will accept an appraisal done by a qualified staff member (archivist or librarian) of the institution accepting the gift. If finding an independent appraiser is difficult, or involves unreasonable expense, Revenue Canada will consider an appraisal done by qualified staff members of the accepting institution, even though the value might be more than \$1,000.

Once the gift has been appraised, the Institute will issue a tax receipt stating the fair market value of the donation. This value is not necessarily the insurance value, which could be higher or lower.

Tax receipts for less than \$50 will **not** be issued.

Responsibility of the Donor

The donor is asked to prepare an explanatory note to accompany objects, pictures, letters, etc. The donor must be as explicit as possible in describing the item. Donors must also prepare a biography of themselves if submitting personal papers.