

ENR-ITI-LND Resource Centre Donations Guidelines

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This document is intended to assist Information Services staff in reviewing donations to the Resource Centre which are received from GNWT staff as well as members of outside organizations and the general public. It is also intended as an overview of the donation process for those donating materials to the Resource Centre.

All materials donated to the Resource Centre will become the property of the Resource Centre and will be added to the collection or disposed of in accordance with the guidelines outlined below.

Eligibility of Donations

The Resource Centre welcomes donations of materials that extend and complement the existing collection. Due to the time and cost associated with adding materials to the collection, the Resource Centre is unable to accept all offers of donation. The following materials are not normally suitable for donation:

- Workbooks
- Popular paperbacks
- Duplicates of material already held in the collection
- Popular magazines
- Newspapers
- Material in poor condition including material with highlighting or underlining
- Materials requiring technology which the library no longer supports
- Any material which has been copied
- Computer software
- Scattered or single issues of periodicals
- Out-dated or superseded titles
- Government Records

Collection Development Criteria

The Resource Centre is continually working to develop its collection to suit the needs of the Departments of Environment and Natural Resources, Industry, Tourism and Investment, Lands, as well as the Business Development and Investment Corporation. To meet these needs, the Resource Centre is continually looking for materials in the following areas:

- Air quality protection and management
- Arts and Fine Crafts
- Biodiversity
- Business and Economic Development
- Climate Change
- Community Relations
- Diamond Mining
- Diamond Secondary Industry
- Economic Development
- Environmental Assessment and Monitoring
- Energy Conservation and Alternatives
- Energy Planning
- Fire Science
- Forest Health
- Forest Resource Renewal and Management
- Hazardous Substance and Waste Management
- Land and Water Management
- Land Use Management
- Land Use Sustainability
- Minerals Exploration, Development and Production
- Oil and Gas Exploration, Development, Regulation and Production
- Public Education
- Securities Management
- Tourism
- Traditional Economies
- Traditional Knowledge
- Wildland Fire Management, Operations and Prevention
- Wildlife and Wildlife Diseases

The Resource Centre also welcomes resources pertaining to professional development of government employees and annual, quarterly and special reports created by or concerning the operations of ENR, ITI, Lands, or the BDIC.

Donation Submission Process

1. A list of Donation items is submitted to a Resource Centre staff member
2. **If approved**, Donation items are given to a Resource Centre staff member.

Donations to the ENR-ITI-Lands Resource Centre can be made in person through the Resource Centre in the basement of the Scotia Centre or arrangements can be made for pick-up or shipping.

3. Once donations have been received by the Resource Centre, they become the property of the Resource Centre to do with as they see fit. The Resource Centre will only accept “conditional” donations for items of great historical or intrinsic value. Conditions on such donations will be made with donor before the donation is received.
4. Resource Centre staff will review the donation keeping in mind the collection development goals of the Resource Centre.
5. Items selected for incorporation into the collection will be catalogued and added into the Resource Centre’s main collection for circulation or into the reference collection for in-library use.
6. Donator will be informed via e-mail of any items not selected by the library and will have the option of retrieving the items or allowing the items to be disposed of.
7. Items not selected for the collection will be dealt with as outlined below:
 1. A listing of the materials to be disposed of will be created listing the title, author, date of publication and journal location where applicable.
 2. This listing will be circulated to other GNWT libraries and resource centres.
 3. Any materials of interest to GNWT libraries or resource centres will be forwarded to the requestor and will become the property of the requestor.
 4. A listing of the remaining materials will be forwarded to the Yellowknife Public Resource Centre.
 5. Any materials of interest to the Public Resource Centre will be forwarded to them.
 6. All remaining materials will be recycled or placed in the garbage as appropriate.