



J.E. & L.E. Mabee Library Gift Donation Form

General Policy

The University of the Incarnate Word (UIW) J.E. & L.E. Mabee Library welcomes the donation of books, media, journals and other materials that can enhance our collection. Donated gifts become the property of the Mabee Library and will be managed by our staff in the best interest of the teaching and research missions of the university.

Acceptance

Donated items will be reviewed by subject librarians who will determine which items will be added to the collection. Librarians will evaluate each item based on selection criteria outlined in the library's collection development policy and its relationship to the academic and research needs of the university. The library reserves the right to accept gifts which do not fit into the current collection criteria and use them to benefit the library via book sale, transfer to other libraries, exchange or recycle. The library also reserves the right to decline gifts.

Acknowledgement

Donors will receive a receipt at time of donation (bottom half of this page). Gifts will be formally acknowledged by the Library and by the UIW Development Office.

Appraisal

Library staff can not appraise gifts. Establishing the monetary value of the donation is the responsibility of the donor. The IRS requires an independent appraisal if a donor plans to claim a charitable deduction above a certain value. The library may be able to provide a list of local appraisers. Tax implications of gifts are the responsibility of the donor to investigate; the university is willing to comply with IRS documentation requirements as appropriate. Donors should consult the Director of Development for more information – rgpompa@uiwtx.edu.

Restrictions

Gifts with restrictions (such as separate housing, restricted access or perpetual retention) are usually not accepted. Exceptions to this policy are considered only in special circumstances, and must be approved by the Dean of the Library in advance of the donation.

For more information about the library's Gift Policy, contact the Head of Technical Services at marydlg@uiwtx.edu.

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Please complete form, then sign and date. Please print

Donor Contact Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email: _____

UIW Affiliation: (alumni, faculty, retired staff, etc.): _____

Approximate number of items/boxes _____ General subject of the material _____

Donor signature

Date

UIW Library Staff Signature

Date