



UIW Libraries Gift Donation Form

General Policy

The University of the Incarnate Word and the UIW Libraries welcome the donation of books, media, and other resources that enhance the mission of the UIW Libraries and are aligned with UIW Libraries Collection and Access Development Policy. Because of limited funding and staff time to assess, process, and house items, donations of a box size or larger will need to be preceded by an itemized list with publication information including ISBN and edition. If items are considered highly valued, that information will be useful to the collections manager and most likely will fall under special donation guidelines. The Collections Manager and liaison librarians will review the listing of items to ensure that collections through the donation are enhanced in alignment with the mission of the Libraries. Donated gifts become the property of the UIW Libraries and will be managed by our staff in determining the best retention and treatment of the items in the interest of the teaching, learning, and research missions of the university. Some items may benefit the Libraries through a sale, transfer to other libraries, etc.

Special Donations and Special Collections

Items that are considered highly valued or of a special collection interest will be handled individually and will involve the Collections Manager as well as the Dean of Libraries. Some special donations will also include university development staff. Consideration will be given to the lasting value of collections and the need for securing and preserving the resources. Where applicable, **copyright** will need to be transferred with an appropriate [Creative Commons Licensing](#) that allows preservation and access to content through means such as digitization.

Acceptance

The list of proposed donated items will be reviewed by liaison librarians who will determine which items will and will not be added. We ask for your patience as this review (especially for large donations) can take time. Please speak with the Director of Technical Services (210.829.3839) to make arrangements for possible donations. Librarians will evaluate each item based on selection criteria outlined in the policy, strategic objectives, and the item's relationship to the academic and research needs of the university. Some disciplines require more current publication so date and duplication of items will also be considered.

Acknowledgement

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

Appraisal

Please note that staff cannot 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. Tax implications of gifts are the responsibility of the donor to vet. The university is willing to comply with IRS documentation requirements as appropriate. Donors should consult the

Director of Development for more information – (210.829.6013).

Restrictions

Gifts with restrictions (such as separate housing, restricted access, or perpetual retention) are generally not accepted unless they are of special value. Please see special donations and special collections above.

.....
Donor agrees to the terms for the UIW Libraries Gift Donation Policy

_ Donor Signature

Date

Please print/complete form, then sign and date.

Donor Contact Information

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email: _____

UIW Affiliation: (alumni, faculty, retired staff, if any): _____

Approximate number of items/boxes _____

General subject of the material _____

UIW Libraries Staff Signature

Date

09/01/2021

For more information about this Gift Policy, contact the Director of Technical Services at marydlg@uiwtx.edu.