



# UIW Libraries Gift Donation Form

## General Policy

The University of the Incarnate Word and the UIW Libraries welcome the donation of books, media, journals and other resources that enhance our collection, our mission, and are aligned with UIW Libraries Collection and Access Development Policy. Donated gifts become the property of the Mabee and other 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.

## 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 policy, strategic objectives, and the item’s relationship to the academic and research needs of the university. Library staff reserve the right to accept gifts that do not fit into the current collection criteria. If the Libraries accept these items, they may be used to benefit the library via sale, transfer to other libraries, mission supportive donations, or to recycle. UIW Libraries may decide not to accept items as well.

## 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 – [rosiep@uiwtx.edu](mailto:rosiep@uiwtx.edu) or call 210.829.6013.

## Restrictions

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

For more information about this Gift Policy, contact the Director of Technical Services at [marydlg@uiwtx.edu](mailto: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, if any): \_\_\_\_\_

Approximate number of items/boxes \_\_\_\_\_ General subject of the material \_\_\_\_\_

\_\_\_\_\_  
Donor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UIW Library Staff Signature

\_\_\_\_\_  
Date