

Texas Woman's University

Library Policy Manual

Policy Name: Gifts to TWU Libraries

Last Library Review: January 2023

Next Library Review: January 2024

Purpose: This Policy is intended to establish guidelines for the acceptance of physical gifts to Texas Woman's University Libraries. TWU Libraries staff reserves the right to accept/decline all or any part of a gift to the Libraries which may/may not serve to further the mission of Texas Woman's University.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety*

Definitions: For the purpose of this policy

Gift – or donation, these terms may be used interchangeably. Something given willingly to TWU Libraries without payment; a present.

Policy:

The TWU Libraries are grateful for offers of gifts of materials to enhance its collections. Gifts to TWU Libraries are a generous way to honor friends, family, and individuals. Such gifts are often unique, rare, or distinctive and may include books, maps, media, archives, artifacts, digital content, manuscripts, personal papers, photographs, letters and correspondence, art, uniforms, textiles, organizational records, personal/historical memorabilia and ephemera, and other scholarly material. These gifts enrich our existing collections and support the instructional and research programs of the university.

TWU Libraries are mindful of the resources required for handling, processing, accessioning, cataloging, preserving, storing and making gifted materials available to its users. TWU Libraries review all gifts before acceptance. The Libraries may decline to accept certain gifts including those which are not within the scope of its collections or that do not support the instructional and research programs of the university. Gifts may not be accepted if they duplicate existing material in the Libraries' collections or if their condition would require extensive preservation or preparation before they could be added to the collections.

Gifts are accepted and added to the collection if they meet purchasing (selection) criteria and support the University's academic and research programs as outlined in the [Collection Development Policy](#). After receipt of any gift, non-TWU donors will receive a letter of acknowledgement. For donors wishing to claim a charitable tax deduction, the IRS requires that gifts of \$5,000.00 or more be professionally appraised at the cost of the donor. Due to university regulations, library staff are unable to place monetary values on any portion of a gift.

All gifts become the property of TWU Libraries. The Libraries generally do not make formal commitments concerning shelving, housing, processing, or final disposition of gifts unless specifically noted in writing by the donor. The Libraries are obliged to process all materials whether purchased or

gifted in a cost-effective manner. This necessitates following routine and standard procedures as closely as possible.

TWU Libraries does not generally accept gifts with restrictions or conditions. If either of these are requested as part of a gift, the donor must consult with the Special Collections department. For more information on this, contact the Special Collections department (940-898-3751).

Please refer to the following related policies:

- TWU Libraries Friends of the Libraries - <https://twu.edu/library/about-the-libraries/friends-of-the-library-and-giving/giving/>
- Regent Policy: D.40000 Gift Acceptance Policy
<https://servicecenter.twu.edu/TDClient/KB/ArticleDet?ID=38719>
- Woman's Collection (Special Collections) Donations - <https://twu.edu/library/womans-collection/donate/>

Library Guidelines

1. Gifts are received through the Information Desks or Special Collections department. They are processed in Collection Management and Resource Services (CRMS) and Special Collections areas of the TWU Libraries.
2. All gifts should be accompanied by a "Gift in Kind" form with the donor's name, date, and signature. https://twu.edu/media/documents/library/Gift_Agreement_Form.pdf
3. Gifts received through the Special Collections department are subject to additional selection criteria and may require a Deed Gift. See the Woman's Collection Donations page or contact the Special Collections department for more information.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.