

DONATING TO THE UNIVERSITY LIBRARY AT THE UNIVERSITY OF TEXAS AT EL PASO



Photo courtesy of Lydia Limas
[Approved by Dept. Heads on January 2008; rev. 2023]

HOW TO DONATE RESOURCES TO THE LIBRARY

1. Contact the Gifts Coordinator, Hector Cardona at (915)747-5694 or hcardona@utep.edu. Please provide a list of the materials or a general statement of the type of material you wish to donate. If the donation is large, photographs of the spines or a title list will help review the collection.
2. A subject specialist Librarian will review the title list or photographs to determine what should be accepted. For donations located on UTEP property, a visit can be arranged.
3. After the review, the Library will notify the donor whether the donated items are appropriate for the collections.
4. If the donor does not want the gift divided, the Library may decide not to reject it.
5. The donor is responsible for the transport of the gift to the Library. If other assistance is needed, contact the Gifts Coordinator.
6. An acknowledgment of the gift will be mailed to the donor and the materials added to the collections will contain a note acknowledging the donor.
7. If the Library does not accept your donation, other places might. The El Paso Public Library accepts books and magazines at its bookstores or branch libraries. The El Paso Independent School District accepts magazines and other educational materials. Social service agencies also take books.

Gifts of Library Materials CONDITIONS OF ACCEPTANCE

The Library accepts donations of books, journals, and electronic resources that enhance Library support of academic programs, and/or adds to our Special Collections holdings.

All the following criteria must be met:

- **All materials must be reviewed and approved in advance of delivery.**
- Gifts are accepted with the understanding that upon receipt the University becomes the owner of the material and reserves the right to determine retention, location, cataloging treatment, and other considerations relating to use or disposition.
- Manuscript donations are subject to the rights/restrictions of the deed of gift.
- Monetary appraisal of a gift is the responsibility of the donor. Donors may wish to discuss prospective gifts and appraisals with their attorneys, tax counsels, or the Development Office. It is important to discuss the value of gifts in advance whenever tax considerations are a primary concern.
- The Library will not accept gifts that do not follow this policy.

Monetary Gift - Methods of Giving:

Make a gift online at utep.edu/giving/ or **Call the Development Office** at (915) 747-8533 or toll-free at 1-888-229-8837.

Mail a check to: UTEP, University Development, Kelly Hall, 7th Fl., 500 W. University Ave., El Paso, TX 79968-0524

Make check payable to "UTEP" and specify the area of interest in the memo line.

The Development Office can also provide you with information on: Transfer your securities, Planned Gifts, and Gifts of real estate.

DONOR information and/or who delivered the gift:

NAME: _____

ADDRESS: _____

EMAIL: _____

CITY/STATE/ZIP: _____

(CHECK applicable requirements):

- If the Library cannot add this gift to its collection, return it to the donor.
- Please send a letter of gift acknowledgment.
- Do not send a letter of gift acknowledgment.

Brief gift description: (to provide a longer description, please use a separate sheet.)

No. Pieces Description: (i.e. Titles, art description, etc.)

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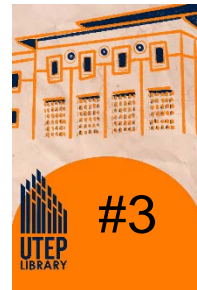
DIGITAL GIFT PLATES (Check one):

- I do not want a donor plate
- I would like a donor plate

CHECK ONE & PRINT NAME

Gift of In Memory of In Honor of

Digital Plate Style (Select one): If none is selected, staff will choose one. View online by [clicking here](#).



Thank you for your gift!

Donor: Provide special instructions/comments here.

**DO NOT WRITE BELOW THIS LINE.
(For UTEP Official Use Only)**

Form submitted to:

Library Gifts - Attn: _____

Ofc. of Inst. Advancement Attn: _____

Other: _____

Submitted by: _____

Department _____

Telephone #: _____

UTEP Employee (check one): Staff Student