Gift(s) Policy
CONDITIONS OF ACCEPTANCE

The Library accepts donations of books, journals and electronic resources which enhance Library support of academic programs, and/or adds to our Special Collections [military, science fiction, western fiction, and southwest books] holdings. The Library does not accept popular fiction paperback books or popular magazines. Hardcover copies of new fiction books will be considered. All the following criteria must be met:

- **All materials must be reviewed and approved in advance of delivery**. Collection development librarians or special collection librarians are available to review materials. To arrange a review of your materials please contact Hector Cardona at 747-5694.
- 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 http://givingto.utep.edu/Page.aspx?pid=262 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 area of interest in memo line.

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

Photo courtesy of Lydia Limas
[Approved by Dept. Heads on January 2008; rev. 2011]

HOW TO DONATE RESOURCES TO THE LIBRARY

Please take a moment to read our
Conditions of Acceptance
to assist us with processing your gift.

The University Library at
The University of Texas at El Paso

HOW TO DONATE RESOURCES TO THE LIBRARY

1. Contact the Gifts Coordinator, Hector Cardona (915)747-5694, hcardona@utep.edu. Please provide a list of the materials or a general statement of the type of material you wish to donate.

2. A subject specialist Librarian will schedule an appointment to review the materials.

3. After the visit and 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 take any of it.

5. The donor is responsible for transport of the gift to the Library. The reviewing librarian may transport a small amount of materials. If other assistance is needed, contact Hector Cardona (915) 747-5694.

6. An acknowledgement 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, there are other places that will. The El Paso Public Library accepts books and magazines at its book stores or branch libraries. The El Paso Independent School District accepts magazines and other educational materials. Social service agencies also take books.

Non-accepted Donations can be taken to:

- **Bookmark (Friends of the El Paso Public Library)**- 7348 Remcon Circle – 833-2342
- **Friends of the Cielo Vista Library** – 3025 McRae Blvd. – 779-6916
- **Rescue Mission of El Paso** – 1949 W. Paisano Dr. – 532-2575
- **Goodwill Donations** – 7015 Alameda Ave. – 778-1858

(CHECK applicable requirements):

DONOR information and/or who delivered gift:
NAME:_____
ADDRESS:_____
CITY/STATE/ZIP:_____
TELEPHONE:_____

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

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

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

GIFT PLATES (Check one):
□ I do not want a donor plate
□ I would like a donor plate
CHECK ONE & PRINT NAME
Gift In Memory OR In Honor _____

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: _____
Office of Institutional Advancement - Attn:_____
Other: _____

Submitted by:_____
Department _____
Telephone #: _____
UTEP Employee (circle one) : Staff OR Student