



## DENTON PUBLIC LIBRARY

### GIFT OPERATING POLICY

Approved by Denton Library Board September 6, 2001  
Library Board approved revision, January 8, 2024

**POLICY STATEMENT:** The Denton Public Library welcomes ~~gifts of new and used books, audio recordings, CDs and DVDs~~ monetary donations and gifts of new or gently used items to support library operations. ~~Items may be added to the collection in accordance with the collection development policy of the Library based on need and space limitations.~~

**BOOK DONATIONS:** ~~Book~~ Donations are accepted during regular library hours at the North Branch Library, ~~2030~~ 3020 N. Locust St. Once donated, items become the property of Denton Public Library. Donated ~~items that are not added to the collection~~ books may be sold by the Friends of the Denton Public Libraries in their book sale, given to local non-profit agencies, used at library events, recycled or discarded. Items will not be returned to the donor and the library will not accept any item that is not an outright gift. ~~The library reserves the right to decide when a gift added to the collection must be withdrawn.~~

~~According to the Denton Public Library Collection Policy, the following items are not added to the collection or therefore accepted as donations~~ The following items are not accepted as donations:

- Textbooks
- ~~Back Issues of~~ Magazines and Newspapers
- Encyclopedias
- Audiovisual Materials (DVDs, CDs, Cassettes, Video Tapes, etc.)
- ~~Items or formats not part of the DPL Collection Development Policy~~

While donations of materials are appreciated, the staff costs and space available to sort and evaluate these donations is also an important consideration. Because of this, the library limits the amount of material accepted to two boxes not to exceed 15x14x20 or two grocery bags per household per day.

**ITEM DONATIONS:** Donated items that can be used to support library operations must comply with the City of Denton Ethics Policy 10.00. With approval of the Branch Manager, donated items that can be used to support library operations may be accepted during regular library hours at the intended library location. Once donated, items become the property of Denton Public Library. Items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library reserves the right to refuse any donation for any reason.

A donation receipt form ~~will~~can be provided to any customer making a donation of materials to the Denton Public Library. Library staff is prohibited by law from appraising gifts for tax deduction purposes. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value.

~~While donations of materials are appreciated, the staff costs and space available to sort and evaluate these donations is also an important consideration. Because of this, the library limits the amount of material accepted to two boxes not to exceed 15x14x20 or two grocery bags per household per day.~~

**MONETARY GIFTS:** Outright monetary gifts are welcome and can be made to the Denton Public Library or Emily Fowler Library Foundation Fund. Monetary donations to the Denton Public Library may be made at any library branch.

**MEMORIALS/HONORARIUMS/DESIGNATED GIVING:** Monetary donations are welcome for the purchase of memorials and honorariums, or to support specific library programs. New materials destined for memorials and honorariums will be purchased by the Technical Services Department through the Library Donation Fund. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Books, videos, and other materials purchased with donor contributions will be identified with special donor plates whenever possible. The donor must provide contact information if the family/recipient is to be notified of the memorial or honorary donation.

Acceptance of donations of equipment, artifacts, works of art, collections, etc. may be considered based on the suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library's ability to cover insurance and maintenance costs associated with the donation. Acceptance of donations with a value of less than \$100 will be determined by a Branch Manager. With approval by the Library Director, donations of equipment, artifacts, works of art, collection, etc., with a value of \$100 or more will be brought before City Council for acceptance.

**ACCEPTANCE OF SPECIAL COLLECTIONS MATERIALS:** Special Collections accepts materials through gift, bequest, transferal, and through purchase. All materials should have a clear chain of custody (provenance) and the donor or seller must have legal title to those materials. Donated items will be accepted when accompanied by a Deed of Gift and inventory of items at the time of donation. Every attempt should be made to have the items and Deed of Gift submitted together, but should this not be possible, an inventory will be compiled which along with a Deed of Gift sent to donor to be returned to the library. Any and all restrictions or special conditions are noted in the Deed of Gift. If an item is considered a valuable addition to the collection but the owner does not wish to part with it, library staff will consider creating a copy so that the original can remain with the owner. It should be noted that Special Collections does not make monetary appraisals of donated materials. All donors are encouraged to have their collections

appraised by a knowledgeable appraiser. Donors are also encouraged to consult IRS tax law to determine if their gift is tax deductible.



**SPECIAL COLLECTIONS  
DEED OF GIFT - ITEM DONATION FORM**

Approved by Denton Library Board, August 13, 2007  
Library Board approved revision, January 8, 2024

**All Donations: (please print)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please circle:      Dr.              Mr.              Mrs.              Ms.

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**May we include your name in a publicized list of donors?**      ☐ Yes      or      ☐ No

**Special Instructions:** Please specify if your donation:      ☐ is a Memorial (*deceased*)      ☐ is a Honorarium (*living*)  
☐ has restrictions (provide detail on item information)

Name of person to be recognized: \_\_\_\_\_

Family to notify: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

I understand that Denton Public Library will care for the gift in a manner that will, in the judgment of the staff of the Special Collections Department, best provide for its physical preservation and at the same time make it readily available to researchers. The Denton Public Library may dispose of any materials which its representatives determine do not fit the collection policy. I further understand Denton Public Library shall have the right, without restriction and in perpetuity, to exhibit, loan, reproduce, and/or publish this material and that Denton Public Library may digitize and provide access to it via the Internet or other forms of electronic distribution.

Denton Public Library is unable to provide appraisals for tax or insurance purposes, but a copy of this form will be provided to be used as a description of the gift.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

**Original Materials: photographs, documents, records, ephemera or other user created works.**

I \_\_\_\_\_ hereby donate the historical and/or genealogical materials described on this form to the Denton Public Library I warrant that I am the lawful owner or am empowered as legal agent for \_\_\_\_\_ to make this gift.

I irrevocably and unconditionally give, transfer, assign, and deliver to the Denton Public Library, legal title, property rights, all rights of copyright, and interest that I possess in the materials described below. Notwithstanding that some of the materials may be delivered before or after the date of this Deed of Gift.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

**Please list the items to be donated on the back of this form.  
Attach additional sheets or a list with the requested information if needed.**

## Individual Item Information

**Item:**    ☐ Book    ☐ Photograph    ☐ Document    ☐ Other: \_\_\_\_\_

Format:   ☐ Physical    ☐ Digital

Title or description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Author or Creator: \_\_\_\_\_

Year of creation: \_\_\_\_\_ Place of creation: \_\_\_\_\_

Restrictions: \_\_\_\_\_  
\_\_\_\_\_

History of item: \_\_\_\_\_  
\_\_\_\_\_

**For Internal Use:**    Collection: \_\_\_\_\_    Accession #: \_\_\_\_\_

**Item:**    ☐ Book    ☐ Photograph    ☐ Document    ☐ Other: \_\_\_\_\_

Format:   ☐ Physical    ☐ Digital

Title or description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Author or Creator: \_\_\_\_\_

Year of creation: \_\_\_\_\_ Place of creation: \_\_\_\_\_

Restrictions: \_\_\_\_\_  
\_\_\_\_\_

History of item: \_\_\_\_\_  
\_\_\_\_\_

**For Internal Use:**    Collection: \_\_\_\_\_    Accession #: \_\_\_\_\_

### Internal Use Only – Send form to Administration Office

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Acknowledged: \_\_\_\_\_