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Special Collections Gift Policy
University of North Texas Health Science Center (HSC)
Gibson D. Lewis Health Science Library

I. Mission

Special Collections in the Gibson D. Lewis Health Science Library is devoted to collecting, organizing and preserving the heritage of osteopathic medicine, to documenting the history of the university, and supporting the research endeavors of the University of North Texas Health Science Center (UNTHSC). Special Collections is located on the third floor of the Library.

II. Types of Programs Supported by the Collection

There are three main categories of material in the Special Collections: the Historical Book Collection, Archives and Manuscripts, the Image Collection and the Oral History Collection.

III. Clientele

Students, faculty and visitors are invited to utilize the unique resources of Special Collections for their study and research.

IV. Collecting

Lewis Library collects and maintains manuscripts, photographs, film, negatives, slides, media, artifacts, historic materials and digital materials that document the history of UNTHSC, the research endeavors of the university, and current and historical osteopathic materials. Materials are acquired through donation and purchase.

V. Gift Policy

The Library accepts gifts and donations of books, journals, and other materials based on their value to the collections. However, due to limited staff and space for print journals, the Library can no longer accept donations of print journals without prior authorization. Please contact the following individuals when donating a gift to our library.

Donation Type	Contact	Phone number
Journals	Tom Lyons, Tech Svcs / Metadata Librarian	817-735-2601
All other materials	Kathy Broyles, Archivist	817-735-0412

In preparation for receiving gift, the Library asks that you complete the following form describing the gift and transferring ownership to the library.

Once accepted, it should be understood that the items become the property of HSC. Donors must have the authority to transfer ownership and sign a Deed of Gift.

The Library asks that the donor communicate any information they might have concerning copyright of the items being donated. If the donor controls the copyright in all or some of the property being donated, the Library asks that the copyright be transferred.

VI. Tax Deductions and Appraisals

Gifts to the Library are tax deductible. The Library will provide an acknowledgement of all gifts received and this serves as receipt for tax purposes. The Library cannot provide an appraisal for a gift it receives; therefore it is the responsibility of the donor. The Library encourages donors to obtain an appraisal of their gifts, however the

appraisal and cost of the appraisal is the responsibility of the donor. Any donor, who presents a gift valued at over \$5000, must provide the Library with an appraisal from a qualified appraiser who meets IRS guidelines.

VII. De-accession Policy

The Library reserves the right to transfer materials to a more appropriate collection or to dispose of materials that do not fall within the scope of the collection.

VIII. Access

There will be no restrictions upon access to items accepted into the collection and materials will be made available to all researchers on equal terms. Upon acceptance, materials will be made available for public access once organized and cataloged. If copyright has been obtained by the Library, this may include digitization for electronic access.

Although these materials do not circulate, they can be used within the Special Collections or other area designated by the librarian in charge. Photocopying and scanning of most materials is allowed. Due to the unique and fragile nature of some materials, photocopying can be provided upon request by Library staff. Pricing of photocopy service to be determined upon consultation.

IX. Transportation

The Library can assist the donor with the logistics of delivering the materials to the Library from within the Dallas-Fort Worth area. Any shipping costs from outside the area are the responsibility of the donor.

X. Review of Policies

This policy will be periodically reviewed and changed when necessary to meet the goals of the Library.

Deed of Gift
University of North Texas Health Science Center
Gibson D. Lewis Health Science Library

The Gibson D. Lewis Health Science Library gratefully acknowledges receipt from:

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Gift Information:

Number of Items or boxes: _____

Collection or Donation Description:

History of items or collection (if known):

Photograph donations:

Please complete the additional information on the next page.

I, the donor (name) _____ or the donor's representative (name) _____ hereby irrevocably donates and transfer legal and physical ownership of the property described above, without restriction or reservation, to the University of North Texas Health Science Center at Fort Worth (HSC).

The donor also transfers to the HSC the copyright to these materials in so far as such rights are held by the donor.

Researchers accepted by the HSC and library patrons will have full access to the materials, including the right to make copies for their own use. The HSC may digitize the items and make the resources available electronically (if copyright is obtained).

HSC retains the right to make decisions regarding retention, location, availability, and cataloging, as well as matters pertaining to use, storage, maintenance, and de-accessioning of donated materials.

Gifts to the HSC are tax deductible; however, it is the responsibility of the donor to obtain an appraisal and bear the cost burden of such appraisal. Any gift of \$5000 or more must be accompanied by an appraisal by a qualified appraiser who meets IRS guidelines.

To the best of the donor's knowledge, this donation is free and clear of all encumbrances and restrictions. The donor further represents that he or she is the owner of the donated materials and has full legal authority to make this donation.

Signature of Donor

Date

Signature of HSC Representative

Date

Deed of Gift for Photographic Images

**University of North Texas Health Science Center
Gibson D. Lewis Health Science Library**

Photographic image donation:

In preparation for receiving images, the Library asks that you provide a general description of the gift including the size and number of boxes, and a list of the items including event, location, date, notable people of interest, name of the photographer and copyright information.

Description of Collection Donated:

Number of Boxes:

Size of Boxes:

Description of Photos:

1. Event portrayed in photo
2. Location of event
3. Date of Event
4. Persons of interest depicted in the photo
5. Photographer name
6. Copyright holder information