

## **Gift Policy**

Throughout recorded history, libraries have benefited from donations of books and other materials. The Coates Library at Trinity University has been no exception. In 2003, the Coates Library celebrated the addition of its 900,000th volume. This achievement can be credited, in large part, to the extraordinary material and monetary support of Trustees and other friends of the University.

### **Gifts of Materials**

Proposed gifts of books, journals, or other items are accepted by the Coates Library only when acquisition of the materials will enhance and strengthen the Library's collections. In the case of large gifts, donors will be asked to provide funds to support processing and cataloging. If funds are unavailable, the library may direct donors to alternative repositories.

Gifts are accepted with the understanding that they become the property of the Library to be used for the benefit of the Library. This includes the option of disposal via gift to or exchanges with other libraries, campus book sales, or other appropriate means.

Gifts will be acknowledged to each donor in writing, although we are not able to provide an itemized listing for gifts. Gifts placed in the Library will be identified with a donor gift plate only when requested.

In keeping with professional guidelines and with federal law, the Library cannot be responsible for the evaluation or appraisal of gifts. Library staff will assist you in identifying an independent appraiser for tax purposes.

Contact Chris Nolan, Assistant University Librarian, at 210-999-7429 or [cnolan@trinity.edu](mailto:cnolan@trinity.edu) or Diane J. Graves, University Librarian, at 210-999-8121 or [diane.graves@trinity.edu](mailto:diane.graves@trinity.edu) for additional information.

### **Monetary Gifts**

The Coates Library receives significant support from the University's general fund. Monetary gifts directed to the general fund may be designated for the Library. All donations of this type are appreciatively acknowledged. The materials purchased are identified with a gift plate and included in the QUEST (library catalog) database. Both donor and honoree can be searched by keyword in QUEST.

Those who wish the Library to add a book or other item in honor of or in memory of an individual should send a check to the Trinity University Office of University Relations and Development. We will select a title to add to the Library. You may request a general subject area from which a book will be selected, such as Art History, Geology, or Southwestern Archaeology, if you wish. Take care to specify the message you would like to appear on the gift plate.

While there is no monetary minimum for general fund donations on behalf of the Coates Library, the average cost of a book exceeds \$50.00. The Library tries to match donation amount to price of materials. \$20.00 can still purchase a music compact disc or video recording.

Opportunities are available for other donor categories. All University Associates and Business Affiliates have special Coates Library privileges. For additional information contact the Office of University Relations and Development (210) 999-7328.