Donations & Memorial Fund

The Library regularly accepts monetary and physical gift donations, such as books, audio books and more. If you have a question about donations of any kind, please contact [1] the Acquisitions Librarian at (903) 237-1357.

Index

Gift Donations	Memorial Fund	Donate Online

Gift Donations
The Library gladly accepts and welcomes the support it receives from the citizens of this area in the form of gifts. The Library will accept used and new materials, gifts of money, real property, and/or stock if conditions of the gift are acceptable to the Longview City Council or its delegated representatives. However, the following policies apply to the acceptance of gifts:

- The Library will not guarantee that items in gift collections will be kept together as separate physical entities and reserves the right to decide the conditions of display, housing, and access to the materials.
- The Library cannot place a monetary value on any gifts.
- The Library will not accept for deposit materials that are not outright gifts, with the exception of exhibits. The owner may set up these exhibits for a limited time and at the owner's risk, upon approval of the Library Director.
- The Library reserves the right to dispose of all gifts as it deems appropriate. Acceptance of gift materials does not imply that the materials will be added into the collection. Only those materials that meet selection criteria will be added.

Gifts of materials for the collection are subject to the same principles and standards of selection as outlined in the Collection Development Policy [2] and applied to all materials added to the library's collection. Because of the limitation of space, budget and staff, the library reserves the right to accept, sell, exchange, or discard, at its discretion, any unsolicited materials sent to the library. The library cannot guarantee that any gift will be part of the collection permanently. Once accepted, donations are the exclusive property of the library and are, therefore, subject to all library rules, regulations and procedures. Those making monetary donations may wish to recommend how their contributions are to be used.

Return to Index

Memorial Donations
Memorial donations are accepted to purchase new items for the Longview Public Library and Broughton Branch Library. Your donation is a splendid way to show your support of public libraries, to honor or memorialize a friend or loved one, and to show support of a special event. You may designate the item to be purchased, or suggest a subject area: history, children and youth, politics, the arts, religion, genealogy, etc. The library will comply with such requests whenever possible.

The Longview Public Library greatly appreciates the many generous donations made to the Memorial Fund. The many delightful and educational books purchased and received through these gifts have enhanced the Library's collection, and for that we are truly grateful. All donations (monetary and gift) are processed in accordance with the Longview Public Library Collection Development Policy [2].

You can submit a donation online directly below or you can print out and submit the Donation Form [3]. This form allows us to know the purpose of your gift, enables you to specify the kind of item to be purchased, and informs us of the people you would like notified about your gift. Donations can be dropped off at the Library, or can be mailed to:

Longview Public Library
Attn: Memorial Fund
222 W. Cotton Street
Longview, TX 75601

Return to Index

Online Donation
The Library now accepts online donations through the JustGive.org website. You can designate your donation for a specific purpose, or dedicate the gift in honor or memory of a loved one. Donations can be anonymous, or provide your personal information to receive a thank you card from the Library. Just click the link below:

[4]

Return to Index

Source URL: http://library.longviewtexas.gov/donations-memorial-fund

Links:
[1] http://library.longviewtexas.gov/library-contact-us
[2] http://library.longviewtexas.gov/collection-development-policy
[3] http://library.longviewtexas.gov/sites/default/files/files/Library/memorial-form.pdf
[4] http://www.justgive.org/nonprofits/donate.jsp?ein=75-6048303