



**VIETNAMESE  
CIVIC CENTER**

[www.vietciviccenter.org](http://www.vietciviccenter.org)

*"...established to merge and accommodate the nonprofit, charitable needs for cultural, social, and educational enrichment and advancement of the Vietnamese-Americans in Houston and its vicinity."*

**11360 Bellaire, Suite 900  
Houston, Texas 77072**

**Tel. 713-498-8438**

### **Vietnamese Civic Center - Nha-Viet Library Donation Form**

(Adopted March 6, 2009)

Thank you for your donation.

**INSTRUCTIONS FOR LIBRARY STAFF:** Before giving the donor this Donation Form, (which he/she may or may not want to use) please make them aware of the Donation Policy. The Library Manager should be made aware of all donations and a copy of the Donation Form should be kept. If you are in doubt about accepting a donation, please ask the Library Manager.

<u>Items Donated</u>	<u>Number of Items</u>
Hardbound Books	_____
Paperback Books	_____
Magazines	_____
Audiocassettes	_____
Videocassettes	_____
Software	_____
Money (please specify amount)	_____
Other (please specify)	_____

Estimated Price (to be supplied by the DONOR ONLY) \_\_\_\_\_

Donor's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

I am aware of Nha-Viet (Vietnamese Civic Center) library's Donation Policy and Procedure.

Donor's Signature: \_\_\_\_\_

Staff Member Handling Transaction \_\_\_\_\_

Date \_\_\_\_\_

## **Nha-Viet Library Gift Policy and Procedure**

### **Policy:**

Nha-Viet Library graciously accepts and adds gift material to its collections if it supports the mission of Nha-Viet library, and as space permits. Donations are only accepted on the basis that the accepted material becomes the property of the Library. As a general principle, Nha-Viet library will not accept conditional donations. All donated books and materials are integrated into the existing collection. Books and materials not accepted as donations include: books, newspapers, magazines that promote and propagate communism or the current dictatorial government of VietNam or books, newspapers, magazines that offend, distort, slander the Vietnamese diaspora community. The Library will normally only accept donations on condition that the Library will reserve the right to dispose of any items which are later considered to be unwanted or duplicated to other institutions or appropriate places.

The most useful donations for the Library are Vietnamese books that have historical, literary significant. The Library may refer a prospective donor to a public library or a charitable organization, if the donation is better suited elsewhere. On occasion, extraneous gift materials given to the Library are sold to the public as a fundraising purpose or discarded. Proceeds of sales are used to buy new library materials.

The decision on which materials are accepted will made by Nha Viet library committee in-charge of this subject area. The Library committee or the Library Director should be consulted about the donation of large or significant collections. Where it is necessary to decline a donation, reasons for declining will be explained to the prospective donor. Where possible, an alternative recipient should be suggested to the prospective donor (e.g. another library or organization).

Funds for cataloging are used firstly for high use materials, so donations may be left uncataloged for some time unless the Library Director puts forward a proposal

for urgent cataloging of a specific donation and, if necessary, has organized funding for it.

Any list of donated items should be completed by the donor in advance, if it is desired. All material gifts to the Library are considered non-cash charitable donations to the Nha-Viet library. Donors may wish to consult their tax advisor or review the tax code regarding charitable donations on the Internal Revenue Service's website. Upon delivery of the donation to the Library, the Library may provide an acknowledgement letter, but does not itemize or assess the value of the gift. After the gift enters the Library, we are not able to accommodate a review of the donation, since processing distributes the collection.

### **Procedure**

Library staff share the donor's concern that gift material will be actually used at the Library. We maintain the right to refuse a gift if it is unsuitable for the Library. Please call ahead (281-498-8438) to ask a librarian if the donation seems useful and appropriate based on its age, condition, and etc. Upon agreement with the librarian, set a mutually-agreed-upon delivery date. The donor is asked to fill out a [Library Donation Form](#) to bring with the donated books and materials to the Library. Depending on the availability of volunteers, we may pick-up the materials at donor's place.

### **Thank you**

Please know that Nha-Viet Library greatly appreciates your support. Beyond books and materials, Nha-Viet Library and Nha-Viet Civic Center accept monetary donations on behalf of the Library. Thank you for interest in donating to the Library.