

**FORM No. 5.7.12 - HISTORICAL COLLECTION DONATION POLICY FORM**

JOE A. GUERRA LAREDO PUBLIC LIBRARY  
LUCIANO GUAJARDO HISTORICAL COLLECTION  
DONATION POLICY AGREEMENT

1. The Luciano Guajardo Historical Collection encourages donations of materials which may further our understanding of the history of the City of Laredo.
2. All donations to the Historical Collection are gratefully accepted subject to the donation policy of the Joe A. Guerra Laredo Public Library.
3. The Library reserves the right to treat donated items by any preservation or conservation technique necessary such as reconstruction, refurbishing, or repair.
4. The Library receives donated items with all right of reproduction, publication, and duplication.
5. A gift or donation is accepted without the condition that it be exhibited or kept intact.
6. Donations and gifts are not appraised for income tax or any other purpose.

**I have read and agree to abide by the donation policy hereby described and I hereby donate the item(s) listed below to the Joe A. Guerra Laredo Public Library.**

Date of Donation: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Phone: \_\_\_\_\_

Item(s) Donated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Donor(s): \_\_\_\_\_

Signature of Librarian: \_\_\_\_\_