

# Guide to Donating Books to the DHM/CET

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The Dallas Holocaust Museum/Center for Education and Tolerance (DHM/CET) is dedicated to reducing prejudice by teaching about the Holocaust, preserving the experiences of those who survived and honoring the memory of those who perished. To that end, the DHM/CET is interested in acquiring books pertaining to the Holocaust and World War II to add to our expanding library collection.

## Requirements for Acceptance

In order for books to be accepted into the DHM/CET library they must be related to the Holocaust or World War II. If the books are not new when donated, they need to be in a good to like-new condition. For example, books with torn or missing pages, loose bindings, broken spines, mold, water or food damage, highlighting, written notes in margins, or damage from pests will not be accepted.

If the DHM/CET already has a copy of a book to be donated the archivist will determine if an additional copy is needed or not. If it is determined that an additional copy is not needed, the book will not be accepted into the library and will be either returned to the donor or disposed of in the best manner seen fit by the archivist.

## Donation Process

Collection policy mandates that the DHM/CET can only accept materials as *donations* and not as *temporary or permanent loans*. Donors are asked to sign a Library Donation Form, which is a donation agreement that formally signifies the books become the actual property of the DHM/CET. Our archivist will discuss any special needs or concerns with you before completion of the donation agreement, and can provide you with personal copies of the completed paperwork.

In certain circumstances, a donor may be able to take a tax donation, which should be discussed with a tax accountant or attorney. **The archivist or other DHM/CET employee cannot give tax advice, nor are they permitted to appraise the monetary value of a donation.** Donors must arrange for and bear the cost of any appraisal.

The DHM/CET's library is under the direction of our archivist, Jennifer Moore. If you are considering donating items to the DHM/CET, it is important that our archivist be permitted to survey the books to determine their condition and fit with the DHM/CET library collection policies.

## Contact Information

The archivist can best assist you if you make an appointment in advance, and will also be happy to answer any question you may have. Books donated will not be picked up by DHM/CET staff. All donations must be either physically brought or mailed to the DHM/CET by the donor, and any transportation or postage costs accrued are the responsibility of the donor.

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