



# Windham School District

*Schools in the Texas Department of Criminal Justice*

## **Library Services Donation Form**

To Whom It May Concern:

Donations of materials are accepted by Windham School District (Windham)/Library Services with the understanding that donors may not specify which campus their donated material(s) go to. The decision to include donated material will be based on the following considerations:

- Whether the materials meet Windham's normal selection standards and guidelines.
- Whether their physical condition is satisfactory to withstand patron usage.
- Whether the Windham campus library needs the item.

The evaluation process will be completed as quickly as possible; however, it may take several weeks to review the donation. The donor will be notified by email when a determination has been made. If the donation is approved, arrangements can be made at that time to schedule a time for shipment or delivery of the donation.

All donations will be the property of TDCJ-ID/Windham School District and cannot be returned to the donor.

Windham cannot make a dollar evaluation of donations. The donor must indicate the dollar evaluation. Donations with a zero-dollar evaluation will not be accepted. Book donations must include a list of each title, author, and ISBN in order for the donation to be considered for approval.

All shipping charges and delivery arrangement will be the responsibility of the donor and must be delivered to the Huntsville office.

The physical address for delivery is:

Windham School District--Library Services  
Education Warehouse Wynne Unit  
802 FM 2821  
Huntsville, Texas 77320

The mailing address for delivery is:

Windham School District--Library Services  
P.O. Box 40  
Huntsville, Texas 77342-0040



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Attachment:

Driving directions from Interstate-45 – Take Exit #118, then Hwy 75 South to FM 2821. Turn left at intersection onto FM 2821. The Wynne Unit is on the left. Library Services is in the Warehouse on your right as you enter into the unit.

Preferred delivery times are from 8:00 am to 10:00 am or from 1:00 pm to 2:30 pm.

The following information is needed from the donor:

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Donor/Contact Person

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Email Address

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Address

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City, State, Zip Code

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Phone Number

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Unit/Campus Library Donation Preference

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Date of Donation

If you have any questions concerning the above information, please contact our office. Your donation is very much appreciated.

Mario Cotton  
Professional Development Administrator  
Windham School District  
[mario.cotton@wsdtx.org](mailto:mario.cotton@wsdtx.org)  
(936) 291-4663



## WINDHAM SCHOOL DISTRICT PERSONAL PROPERTY DONATION

State of Texas  
County of \_\_\_\_\_

Unit Name \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_

That I, \_\_\_\_\_ (name) of \_\_\_\_\_ County, State of \_\_\_\_\_, in consideration of my desire to contribute to the economic well-being of taxpayers of the State of Texas, do hereby give, grant, confirm, and convey unto Windham School District, all and singular interest in the following described property:

Description of Items Donated	Qty	Manufacturer Model and Serial Numbers	Original Acquisition Date	Fair Market Value
1.				
2.				
3.				
4.				
5.				

And any other article(s) listed on the attached sheet(s).

To *Have and to Hold* the above described property to the Windham School District, its successors and assigns forever.

I acknowledge that I am responsible for determining the fair market value of the item being donated and that Windham School District has no duty to verify such fair market value.

I understand that this donation is subject to the condition that it be accepted by Windham School District; as is.

I also understand that some donations are accepted on a conditional basis until which time they are deemed certified as worthy for the purpose they are being donated. If my donation does not prove worthy for its intended use, I understand that it will be returned to me.

In testimony whereby, witness my hand this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Grantor's Signature: \_\_\_\_\_

Authorized Representative of: \_\_\_\_\_ (if applicable)

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### STATEMENT BY SUPERINTENDENT:

This is to acknowledge willingness to accept the above mentioned donation when approved by the Windham School Board of Trustees for the intended use of \_\_\_\_\_.

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date