

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) will be sent to. All donated materials are evaluated by Library Services staff, and the decision to include an item in our collection is based on the following considerations:

Materials must:

- Meet the same selection standards as materials purchased by the Windham School District
- Be checked against the **Director's Review Committee (DRC)** and **Mail System Coordinators Panel (MSCP)** restriction lists provided by TDCJ
- Fulfill an identified need or meet current demand for materials across our Windham campuses/units
- Be in **like-new condition** (free of stains, yellowing pages, tears, odors, or damage)
- Comply with **TDCJ security guidelines**, including but not limited to:
 - No items containing contraband, removable parts, or hidden compartments
 - No materials featuring prohibited content (such as graphic violence, explicit imagery, or security-risk and/or escape risk information)

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

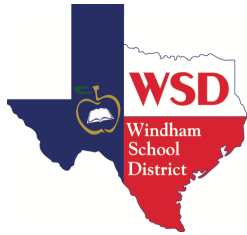
Windham School District / Library Services **reserves the right to halt or temporarily suspend acceptance of donations** at any time due to space limitations, storage capacity, or changes in campus demand.

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

Windham cannot provide a dollar valuation of donated items. *Donations listed with a zero-dollar value will not be accepted.* Book donations **must include a complete list** of each title, author, and ISBN for the donation to be considered for approval.

All shipping charges and delivery arrangements are the responsibility of the donor. Approved donations must be delivered to the Huntsville office.

Rev. March 2026



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The physical address for delivery is:

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

The mailing address is:

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

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

Donor/Contact Person: _____

Email Address: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Date of Donation: _____

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

Jennifer Smock

Library Services Administrator
Windham School District
jennifer.smock@wsdtx.org



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)

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