

LOCAL HISTORY & GENEALOGY DEED OF GIFT

The material described below or on an appended inventory (later called Donated Material) is donated to the Columbus Metropolitan Library (Library) for access, use, disposition, and ownership by the following person (later called the Donor), who is the owner of the Donated Material or the agent for the owner. Any gift or donation to the Library shall be governed by the provisions in this Deed of Gift as well as by the Library's Gifts and Donations Policy.

Donor Information

Name:		
Address:		
Phone:	Fax:	Email:

Donor's Relationship to Materials (e.g., owner, heir, executor, trustee, agent, etc.):

If Donor is not the owner, please attach legal document showing Donor's right to donate material (e.g., will, trust or agency agreement, etc.).

Description of Donated Material:

Value of Donated Material (if known):
--

Source (may attach appraisal):

History of Donated Material (if known):
--

Owner Acquired from:	Date Acquired:
-----------------------------	-----------------------

Donor states he/she is the sole legal owner with all rights and title to the Donated Material, free and clear of all restrictions and liens, or he/she is a legally authorized agent for the legal owner with full authority to transfer the owner's rights and title to the Donated Material, free and clear of all restrictions and liens.

Donor initials:

Donor transfers all rights and title he/she owns in the Donated Material to the Library to be used by the Library at its discretion. Donor understands that the location, retention, cataloging, preservation, use, and disposition of the Donated Material by the Library will be conducted in the Library's discretion in accordance with Library policies and applicable law, and that the Library will not be liable to the Donor and will be held harmless for any use of the Donated Material in accordance with this Deed of Gift. The Library reserves the right to handle, accept, reject or dispose of gifts in a manner consistent with the best interests of the Library.

1.

Donor initials:
