



**SPECIAL COLLECTIONS
DEED OF GIFT - ITEM DONATION FORM**

Approved by Denton Library Board, August 13, 2007
Library Board approved revision, March 14, 2022

All Donations: (please print)

Date: _____

Name: _____

Please circle: Dr. Mr. Mrs. Ms.

Address: _____ Zip: _____

Email Address: _____ Phone Number: _____

May we include your name in a publicized list of donors? Yes or No

Special Instructions: Please specify if your donation: is a Memorial (*deceased*) is a Honorarium (*living*)
 has restrictions (provide detail on item information)

Name of person to be recognized: _____

Family to notify: _____

Address: _____ Zip: _____

I understand that Denton Public Library will care for the gift in a manner that will, in the judgment of the staff of the Special Collections Department, best provide for its physical preservation and at the same time make it readily available to researchers. The Denton Public Library may dispose of any materials which its representatives determine do not fit the collection policy. I further understand Denton Public Library shall have the right, without restriction and in perpetuity, to exhibit, loan, reproduce, and/or publish this material and that Denton Public Library may digitize and provide access to it via the Internet or other forms of electronic distribution.

Denton Public Library is unable to provide appraisals for tax or insurance purposes, but a copy of this form will be provided to be used as a description of the gift.

Signature of Donor: _____ Date: _____

Original Materials: photographs, documents, records, ephemera or other user created works.

I _____ hereby donate the historical and/or genealogical materials described on this form to the Denton Public Library I warrant that I am the lawful owner or am empowered as legal agent for _____ to make this gift.

I irrevocably and unconditionally give, transfer, assign, and deliver to the Denton Public Library, legal title, property rights, all rights of copyright, and interest that I possess in the materials described below. Notwithstanding that some of the materials may be delivered before or after the date of this Deed of Gift.

Signature of Donor: _____ Date: _____

**Please list the items to be donated on the back of this form.
Attach additional sheets or a list with the requested information if needed.**

Individual Item Information

Item: Book Photograph Document Other: _____

Format: Physical Digital

Title or description: _____

Author or Creator: _____

Year of creation: _____ Place of creation: _____

Restrictions: _____

History of item: _____

For Internal Use: Collection: _____ Accession #: _____

Item: Book Photograph Document Other: _____

Format: Physical Digital

Title or description: _____

Author or Creator: _____

Year of creation: _____ Place of creation: _____

Restrictions: _____

History of item: _____

For Internal Use: Collection: _____ Accession #: _____

Internal Use Only – Send form to Administration Office

Date: _____ Approved by: _____ Acknowledged: _____