

Local History Collection Deed of Gift



Donating Materials

The Amesbury Public Library (APL) Local History Collection (LHC) accepts gifts to the collection in accordance with our Collection Development Policy and Deed of Gift.

A Deed of Gift will need to be completed and signed by both the donor(s) and a Library representative prior to the accession of the donation into the LHC. A Deed of Gift is a legal document that transfers ownership of the donated materials from the donor(s) to the APL. A copy will be provided to the donor(s).

Library staff will not provide appraisals for IRS or other purposes. If a monetary value needs to be assigned, it is suggested that donors seek a consultation with a qualified appraiser.

Explanation of Deed of Gift

The Deed of Gift is a formal legal agreement which transfers ownership of, and legal rights in, the materials that the Donor is conveying to the APL to be administered in accordance with its established policies.

Disposition of Materials

In order to make the most effective use of resources, APL LHC reserves the right to determine the disposition of donated material and is authorized to dispose of any materials that, in its sole discretion, it determines are no longer necessary to the collection in consultation with the Library Board of Trustees when necessary.

Copyright Conveyance

The Local History Collection encourages Donors to transfer any copyright they may control to the Amesbury Public Library whenever possible.

Local History Collection
Deed of Gift



Amesbury Public Library
Local History Collection
145 Main Street
Amesbury, MA 01913
www.amesburylibrary.org

Donor(s):

Address(es):

phone: _____

email: _____

Title of Materials:

Description:

If more space is needed for description of the materials, please attach additional pages.

Date material received on site: _____

Accession Number: _____

I/we, the undersigned Donor(s), hereby notify that I/we am/are the lawful owner(s) of the above described item(s), or am/are acting as the authorized agent(s) of the same; and I/we hereby effect transfer of ownership of all rights, title, and interests thereof to the Amesbury Public Library Local History Collection.

Further, I/we transfer convey, and assign to the Amesbury Public Library Local History Collection any copyrights therein and the right to copyright the same to the extent such copyright and/or right to copyright is held by the Donor(s). I/we understand that the location, retention, cataloging, and preservation of the materials or other considerations relating to their use or disposition are at the sole discretion of the Amesbury Public Library Local History Collection in accordance with its access and use policies and standard archival practice.

The donated item(s) shall be preserved, organized, and made available for education and research in accordance with the education and research aims of the Amesbury Public Library Local History Collection. At the discretion of the Amesbury Public Library Local History Collection, the donated item(s), in whole or in part, may be reformatted for preservation and/or access purposes, including but not limited to being reformatted to digital formats for use by any digital means in support of education and research. Materials shall be accessible to all persons qualified to use the materials of the Local History Collection, subject to the terms and conditions, if any, stated below.

The Amesbury Public Library reserves the right to dispose of any donated materials that, in its sole discretion, it determines are no longer necessary to the collection or the use of the Library.

Terms & Conditions:

Donor Signature(s): _____

Date: _____

Date: _____

The Local History Collection gratefully acknowledges receipt of the above described item(s) and agrees to the stipulations outlined above.

Representative's Printed Name & Title:

Representative's Signature: _____

Date: _____

Approved by Board of Trustees December 2016