

## Newburyport Public Library Archival Center

### Materials Deed of Gift Form

I hereby give, donate, and convey to the Newburyport Public Library the materials described below for deposit and public use in the NPL Archival Center collection.

Date materials received: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of donated materials:

Initials of donor: \_\_\_\_\_

Acknowledgement sent: \_\_\_\_\_

## Terms and conditions

The Newburyport Public Library has accepted the donor's gift of materials listed above for its Archival Center collection, subject to the following terms and conditions:

A. The donor expressly represents and warrants to the Library that (s)he is the sole lawful owner of title to the materials or that donor is fully authorized by such owner to enter into this deed of gift. The donor further represents that the donated materials are free and clear from any and all encumbrances, and that there has been no prior pledge, option of gift of any part thereof to any person, and that the donor has the right to give or transfer the materials.

B. The appraisal or establishment of an item's value for tax purposes is the responsibility of the donor and must be completed before the materials are donated. Donors may receive further information on valuation of property from the Internal Revenue Service.

C. The donor acknowledges that upon execution of this deed of gift, title to the donated materials shall irrevocably pass to the Library. At any time after delivery to the Library's authorized representatives, the donor shall be permitted to examine any of the donated materials during the regular business hours of the Library's building where the materials are housed.

D. There shall be no restriction on the Library's use of the gift.

E. The location, retention, cataloging, preservation and disposition of the donated materials by the Library will be conducted in its discretion in accordance with Library policy and applicable law.

F. The donated materials shall be made available to the public at the discretion of the Library. The donated materials may be displayed physically, digitized, or otherwise reproduced or reformatted by the Library. Images of the donated materials may be displayed via the Internet.

G. The Library may provide digital images of the donated materials to other non-profit organizations for the purpose of preservation or to make them more widely available.

**Copyright interests and conveyances:**

I represent and warrant that I control copyright to the donated materials

\_\_\_\_\_

I assign to the Library copyright to the donated materials \_\_\_\_\_

**Signature of Donor**

I represent and warrant that I am the sole owner of the materials described above; that I have the full right, power and authority to give the materials to the Library; and that the information I have provided is accurate. The terms of this deed of gift shall apply to all of the donated materials described in this deed of gift notwithstanding that some of the materials may be delivered before or after the date of this deed of gift. I understand the sections on copyright interests and conveyances. I understand all the terms and conditions of this deed of gift and agree to them as indicated by my signature below.

Signature of Donor: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Acceptance by the Newburyport Public Library**

The Library hereby accepts this gift to benefit the NPL Archival Center collection with appreciation and agrees to the conditions stated in the deed of gift.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_