

BOULDER PUBLIC LIBRARY

DEED OF GIFT

Carnegie Library for Local History
1125 Pine St., Boulder, CO, 80302

Donor's name (print): _____ Date: _____

Address: _____

Telephone Number: _____ Email: _____

Donation delivered by: (print name and phone) _____

Name: _____ Telephone number: _____

List and describe the materials being donated:

Provenance and background information:

Please answer as many of the following questions as possible.

1. Who assembled this donation? _____

2. Is the person or still alive, or does the organizations still exist? Yes No
If no, what is the date of death or the dissolution of the organization? _____

3. When did the person/organization come to Boulder? _____
From where did they come? _____

4. How did you acquire these materials? _____

Transfer of ownership

I hereby transfer legal ownership and physical custody of the historical materials described above, including all intellectual property rights to the Carnegie Library for Local History. I am the owner of these materials and property rights and now give and assign to the library, without restriction, the rights to reproduce, publish, and display the materials for the public in-house or online. If these materials are in digital format, I agree that I will not donate the digital files to any other repository.

I am donating the materials described above to the Carnegie Library for Local History with the understanding that they will become the unconditional property of the Boulder Public Library. I understand that the Boulder Public Library will determine the use and location of materials if the donation will be added to the collection.

I have had a chance to discuss this form with Carnegie Library for Local History staff and received complete answers to all of my questions.

Initial below

_____ I have read and understand the Carnegie Library for Local History Donation Policy.

_____ I have completed the Deed of Gift Collection Information Form.

_____ If the donation is on behalf of an organization, all board members are required to sign a letter of donation accompanying the Deed of Gift Form.

Disposition

Items that do not fit the Carnegie Library for Local History Collection Policy will be disposed of 60 days after the donor is notified.

Initial one option below:

_____ I wish to be notified.

_____ I do not need to be notified.

Signature of Donor: _____ Date: _____

Signature of Library Representative: _____
