



## Otis Library Deed of Gift

**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:**

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**Provenance and background information:**

Please answer as many of the following questions as possible.

1. Who assembled this donation?

2. Is the person still alive, or does the organization still exist? Yes, No

If no, what is the date of death or the dissolution of the organization? \_\_\_\_\_

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 Otis Library. 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 Otis Library with the understanding that they will become the unconditional property of the Otis Library. I understand that the Otis 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 Otis Library staff and received complete answers to all of my questions.

Initial below

\_\_\_\_\_ I have read and understand the Otis Library Donation Policy.

\_\_\_\_\_ I have completed the Deed of Gift Collection Information Form.

\_\_\_\_\_ If the donation is being given by a company or other corporate entity, then the authorized representative of that company must sign.

Signature of Donor:

Date:

Signature of Library Representative:

Date: