



Accession Number: \_\_\_\_\_

Richwood-North Union Public Library  
4 East Ottawa Street  
Richwood, Ohio 43344  
(740) 943-3054

## Local History and Genealogy Collection Deed of Gift

Richwood-North Union Public Library welcomes donations for its Local History and Genealogy Collection but accepts them with the understanding that it has the right to handle or dispose of the donation in the best interest of the institution. If items from the donated collection are deemed unsuitable for the library's collection, the Donor will be contacted so items can be returned. Donated material(s) may be added to the collection provided it meets the standards of selection. (Please refer to the library's Book and Material Donation Policy.)

### Donor Information:

I, the undersigned Donor, hereby donate and convey to Richwood-North Union Public Library (RNUPL) for the benefit of RNUPL all rights, title, and interest that I possess in the materials described in this Deed of Gift (the "Donated Materials").

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

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

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

Nature of Donor's right in that materials (owner, hier, trustee, executor, etc.)

\_\_\_\_\_

Please initial after each statement if you affirm that this is accurate:

### Copyright Interests:

1. I represent and warrant that I control the copyright in the donated materials.

\_\_\_\_\_

### Copyright Conveyances:

2. I assign all rights to the donated material, including **intellectual and digital rights**, to RNUPL. \_\_\_\_\_

Please describe the material being donated, including publication or creation date of the material (if known), contents, and identify people or places related to the material. If necessary, please include a separate sheet.

| <u>Material Type</u> | <u>Date</u> | <u>Identification of People/Places</u> |
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I understand that the location, retention, cataloging, preservation, and disposition of the donated materials by RNUPL will be conducted in its discretion, in accordance with its policies. The donated materials may be displayed physically by RNUPL. **Digitized images of the donated materials may be displayed on the World Wide Web in a manner reasonably assured to prevent copying or re-distribution.** The donated materials shall be made accessible for research in accordance with RNUPL’s policies. Donor is responsible for determining value of donation for tax purposes.

I represent and warrant that I am the sole owner of the materials described above; that I have full right, power, and authority to give the materials to RNUPL; 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 materials may be delivered before or after the date of this Deed of Gift. I understand the sections on “Copyright Interests” and “Copyright Conveyances.” I have received an explanation of all terms and conditions of this Deed of Gift and agree to them, as indicated by my signature below.

**Donor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acceptance by Richwood-North Union Public Library:**

RNUPL hereby accepts this gift with appreciation and agrees to the conditions stated in this Deed of Gift.

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Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_