



WALTHAM PUBLIC LIBRARY

Window to the World

Deed of Gift

Donor Information:

Name _____

Address _____ City/State _____

Email _____ Phone _____

Description of Donation (attach additional sheet if necessary):

Transfer of Ownership

I understand that upon signing the Deed of Gift, the materials described above become the legal property of the Waltham Public Library.

Transfer of Intellectual Property Rights

Intellectual property rights deal with the copyright, literary rights, artistic rights, and/or patents that may be associated with the materials being donated. Please check one of the following:

Any and all intellectual property rights held by the donor are transferred to the Waltham Public Library

Any and all intellectual property rights held by the donor are transferred to the Waltham Public Library, except for: _____

The donor shall retain intellectual property rights, but conveys the following rights to the Waltham Public Library: _____

Access to the Materials:

I understand that the donated materials will be open for research to the public, and may be reproduced, digitized, reformatted, and used in physical and/or digital exhibits. Any restrictions or conditions are noted here: _____

Separations:

I understand that all items may not be retained during initial processing or future reappraisal by the Waltham Public Library, and these items shall be (please check one):

discarded returned to me other (please describe):

(over)

Signatures:

I understand and agree to the terms and conditions described in this deed of gift:

Donor signature: _____ Date: _____

I accept this gift with appreciation on behalf of the Waltham Public Library:

Archivist signature: _____ Date: _____

Archives Use Only

Accession number:

Provenance:

Disposition:

Other information:

Date acknowledged by letter: