

Name of Donor (print): _____

Address: _____

Phone: _____ Email: _____

Item(s) Donated:

Object/Artifact: _____ Photo/Video: _____ Paper Records: _____

Book/Pamphlet: _____ Newspaper: _____ Mixed/Other: _____

Description of material(s):

Should JRML decide to remove the items specified above, do you want them returned?

YES: _____ NO: _____

If YES, please specify a name with contact information: _____

I own the materials and/or represent the owner of the item(s) stated above and have full authority to voluntarily donate them to the Jack Russell Memorial Library (JRML) to become its permanent property. The purpose and intent of this gift is to transfer and assign all rights, title, and interest I possess to these materials to the JRML, except as specified above. The terms of this Deed of Gift shall apply to all of the donated materials described above. I understand that the location, retention, cataloging, preservation, and disposition of the donated materials by the JRML will be conducted at its discretion, in accordance with library policy and applicable law. Donated material or their image may be displayed in a manner reasonably assured to prevent copying or re-distribution. Donated materials shall be made accessible for research as outlined in the Hartford History Room Policy approved by the JRML Board of Trustees.

Signature of donor or agent

Date