



Traverse Area District Library
610 Woodmere Ave.
Traverse City, Michigan 49686-3103
231-932-8500 | www.tadl.org

Deed of Gift for Local History Collections (Individual Gift)

Accession Number: _____

I, the undersigned Donor, by this Deed of Gift, donate and convey to the Traverse Area District Library- subject to the Terms and Conditions included within, all right, title and interest that I possess in the physical property described in Section 2 of this Deed.

1. Donor Information

Name:

Phone Number:

Name of Spouse (if any):

Street Address:

City/State/Zip:

E-mail Address:

2. Description of Collection

Name of Collection Creator:

Name of Collection:

Inclusive Dates:

Physical Extent (estimate in linear feet, include objects):

Donor Acquisition Information (Creator, Gift, Inheritance, Purchase, Debt satisfaction, Other):

Date Acquired:

Brief Description of Contents:

3. Date of Transfer of Title to Library:



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4. Date of Physical Possession by Library:

5. Intellectual Property

Intellectual Property Interests:

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

- I control the Intellectual Property Rights in some or all of the donated materials.
(Please indicate below or on a separate, attached page the materials for which you control the Intellectual Property Rights and the nature of your rights, e.g., copyright, sole/joint owner, heir, literary executor, etc.)
- I do not control Intellectual Property Rights in any of the donated materials.
- To the best of my knowledge, the Intellectual Property Rights are controlled by:

Name:

Address:

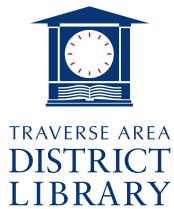
Phone:

E-mail:

Intellectual Property Conveyance:

If you have indicated that you own the Intellectual Property Rights in some or all of the donated materials, please check below one of the following options, indicating your understanding of the legally binding agreement the statement contains:

- I **wish to transfer**, convey and assign to the Library all Intellectual Property Rights that I control in the above-described materials, subject to the limitations, if any, stated below.
Limitations:



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- I **do not** wish to transfer Intellectual Property Rights. However, I give permission to the Library to (check the following as wished):
 - Make photocopies for users for scholarship and research purposes.
 - Permit the Library to use the materials in in-house displays.
 - Reproduce and reformat materials digitally for scholarship and research purposes.
 - Reproduce and reformat materials digitally for inclusion in the Library's Local History Digital Repository.

6. Access and Use

By transferring the physical ownership rights of these materials to the Library, I am agreeing that all the materials will be open to all users for scholarship and research purposes, with the following exceptions (if any):

Restrictions (e.g., Time, Records containing personal information):

Additional accommodations:

7. Conservation and Deaccessions

By transferring the physical ownership rights of these materials to the Library, I am agreeing that the Library holds sole ability to provide conservation efforts for the materials and in determining the disposition of these materials.

If the Library deems it necessary to deaccession parts or all of the collection, I (check one of the following):



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- Wish to have deaccessioned materials returned to me at the street address listed in Section 1 of this Deed.
- Wish to have deaccessioned materials returned to me at the street address listed in Section 1 of this Deed. In the event of my death, please try to contact either my spouse or next of kin.
- Give the Library permission to discard the materials. Confidential information will be shredded and then discarded.

8. Future Gifts

This Deed will serve to convey any further gifts of materials I wish to make to the Library at a later date, and each gift will be described in an addendum.

Donor's Signature

Date

Additional Donor's Signature

Date

Library Director

Date

Accessioning Employee

Date