

**Pointe Coupée Parish Library
Historical Materials Collections
Deed of Gift**

I, the undersigned donor, hereby give, donate, and convey to the Pointe Coupée Parish Library (hereafter Library) for deposit and public use in its Historical Materials Collection—subject to the “Terms and Conditions” included below—all right, title and interest that I possess in the materials described in Section 2 of this Deed, below.

1. Donor Information

Name: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

2. Description of Materials (If more space needed, include addendum detailing Donated Materials)

3. Date Pointe Coupée Parish Library or its Agents Took Possession of Materials

4. Nature of Donor’s Right in Materials (e.g. owner, heir, literary, executor, trustee)

5. Copyright

Copyright Interests

I represent and warrant that I control copyright to the Donated Materials.

Copyright Conveyances

To assign to the Library copyright in the Donated Materials, please initial here _____

6. Future Gifts

In the event that the Donor may hereafter give, donate, and convey to the Library additional papers and other historical Materials, such gifts will be governed by the terms and conditions herein, and each gift will be described in an addendum.

Terms and Conditions

Pointe Coupée Parish Library has accepted Donor's gift of materials for its Historical Materials Collection listed above, subject to the following terms and conditions:

1. By execution of the Deed of Gift, Donor expressly represents and warrants to the Library that she/he is the sole lawful owner of title to the materials or that Donor is fully authorized by such owner to enter into this Deed of Gift. Donor further represents that the Donated Materials are free and clear from any and all encumbrances, and that there has been no prior pledge, option of gift of any part thereof to any person, and that the Donor has the right to give or transfer the Materials.
2. The appraisal or establishment of an item's value for tax purposes is the responsibility of the donor and must be completed before the materials are donated. Donors may receive further information on valuation of property from the Internal Revenue Service and IRS Publication No. 561, "Determining the Value of Donated Property."
3. Donor acknowledges that upon execution of this Deed of Gift, title to the Donated Materials shall irrevocably pass to the Pointe Coupée Parish Library. At any time after delivery to the library's authorized representatives, the Donor shall be permitted to examine any of the Donated Materials during the regular business hours of the main branch of the Library.
4. There shall be no restriction on the Library's use of the gift unless noted in the above description of materials.
5. The location, retention, cataloging, preservation and disposition of the Donated Materials by the Library will be conducted in its discretion in accordance with Library policy and applicable law.

6. The Donated Materials shall be made available to researchers at the discretion of the Library. The Donated Materials may be displayed physically, microfilmed, photocopied or otherwise reproduced or reformatted by the Library. Images of the Donated Materials may be displayed on the World Wide Web in a manner reasonably assured to prevent copying or distribution.

7. The Library is authorized to dispose of any duplicate or inappropriate material in the collection which it determines to have no permanent value or historical interest.

SIGNATURE OF DONOR

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

_____ Date: _____

ACCEPTANCE BY LIBRARY

Pointe Coupée Parish Library hereby accepts this gift to benefit the Historical Materials Collection with appreciation and agrees to the conditions stated in the Deed of Gift.

_____ Date: _____

Name: _____

Title: _____