

# DEED OF GIFT

# LaGrange County Public Library

LaGrange, Indiana

Acquisition No.
Year: <u>2014</u>
Month: _____
Item No. _____

## Please Print

Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Phone: Home/Work _____	Email: _____	

I own the personal property described below and desire to give said personal property to the LaGrange County Public Library. I do hereby irrevocably and unconditionally give and transfer to the Library all right, title and interest, including all copyright, trademark, and related interests in and to the following described property.

Type of item(s)  Book(s)  Photo(s)  Research materials  Other \_\_\_\_\_

**Brief Description** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Mark donation: This gift is in memory of: \_\_\_\_\_
- Mark donation: This gift is in honor of: \_\_\_\_\_
- Mark donation: This gift was given by: \_\_\_\_\_

By my signature below I accept the foregoing conditions and acknowledge reading any attached information

Donor/Agent: \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Staff Use:</b> <input type="checkbox"/> Donation Itemization List used on reverse of this form. <i>Use with all books.</i></p> <p>Received by _____ Receipt No. _____ Date _____ <input type="checkbox"/> Acq. Book</p> <p><b>If Photo(s)</b> <input type="checkbox"/> Scanned (Folder Name: _____) <input type="checkbox"/> Work Copy <input type="checkbox"/> Archival Copy <input type="checkbox"/> Public Copy</p> <p><input type="checkbox"/> Photo Identification Sheet(s) completed _____ (Initial) <input type="checkbox"/> Continued on attached page(s) _____ (Initial)</p>
---

<p><b>Manager Use:</b> Final disposition <input type="checkbox"/> Research Room <input type="checkbox"/> Upper Archive <input type="checkbox"/> Lower Archive <input type="checkbox"/> Working Archive</p> <p>Storage No. _____ <input type="checkbox"/> Date: _____ Date of Thank You Letter _____</p> <p><input type="checkbox"/> Donation placed in multiple locations. Refer to itemization list on reverse.</p>
--