

DEED OF GIFT TO THE LOCAL HISTORY COLLECTION

I, the undersigned Donor, hereby donate and irrevocably assign and transfer to the Yorba Linda Public Library all rights, title, and interest that I possess in the following materials:

Description: _____

Terms and Conditions

I understand that the location and preservation of materials or other considerations relating to their use or disposition are at the discretion of the Yorba Linda Public Library. Materials added to the collection shall be accessible to all persons, subject to the terms and conditions, if any, stated below.

Copyright

If you do not control copyright for any of the donated materials, please initial here _____

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the material, or to reformat material, please initial here _____

If you wish to transfer to the Yorba Linda Public Library any copyright that you control in the above-named materials, subject to the limitations, if any, stated below, please initial here _____

Limitations (if any): _____

Donor

I am the owner of the materials described above and I have full right to give the materials to the Yorba Linda Public Library. I have received a copy of the Deed of Gift and the Explanation of a Deed of Gift, and agree to all terms and conditions as stated, indicated by my signature below. Further, I acknowledge that all the information I have provided is accurate.

Name _____

Address _____

Phone Number _____

Signature _____ Date _____

Yorba Linda Public Library Representative

The Yorba Linda Public Library gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Signature _____ Date _____

EXPLANATION OF THE DEED OF GIFT TO THE LOCAL HISTORY COLLECTION

The Deed of Gift form is designed to legally assign to The Yorba Linda Public Library the materials that you as a Donor are conveying to the Local History Collection to be administered in accordance with its established guidelines. The Deed of Gift form constitutes the transfer of title and serves to define the terms of the transfer.

All Donors of material to the Local History Collection are asked to sign a deed of gift form, and are given a copy of the signed form. The deed transfers to the Yorba Linda Public Library all rights, title, and interest the donor may possess to the material. The deed provides space for a description of the donated material.

Generally, copyright belongs to the creator of writings and other original material (such as photos), but can be legally transferred to others. The Yorba Linda Public Library encourages donors to transfer any copyright they may control to the Yorba Linda Public Library whenever possible. Copyright ownership by the Yorba Linda Public Library facilitates use by researchers and the general public.

If you, as Donor, do not control copyright for the donated material, please initial the first box.

If you, as Donor, control copyright for the donated material, but do not wish to transfer the copyright to the Yorba Linda Public Library, please initial the second box.

If you, as Donor, control copyright for the donated material, and wish to transfer the copyright to the Yorba Linda Public Library, please initial the third box. Assignment of copyright may be conditional. For example, a Donor may wish to stipulate "Copyright retained during my lifetime" or something similar in the "Limitations" space provided on the Deed of Gift.

In certain circumstances, it may be possible for a donor to take a tax deduction for the donation of material. Donors are encouraged to speak with their tax accountants or attorneys about this possibility. The Yorba Linda Public Library cannot give tax advice or appraise the monetary value of material.

In order to make the most effective use of resources, the Yorba Linda Public Library reserves the right to determine the disposition of donated materials. This includes the right to reformat any material in its collection. For instance, donated items may be digitized for access via the World Wide Web or for other forms of electronic distribution.

Although most Donors will have no need to limit access to materials that they are donating, the option of placing reasonable restrictions on access to the materials or a portion of the materials is available to a Donor. A Library representative will be happy to discuss terms of restrictions with a Donor.