

Englewood Public Library – Historic Archive Collection Deed of Gift

I, or my agent, give, grant, assign and convey to the Local History Collection of the Englewood Public Library, Englewood, Colorado, for its benefit and for such use as it may determine and direct, all my rights, title, and interest in and to the property described below, including all copyrights, both common law and statutory, which I may possess in said materials. I have read, understand, and accept the Conditions of Donation shown below. I agree that the materials will be made available for research on an unrestricted basis and may be preserved, used, and disposed of according to the best judgement of the Englewood Public Library, subject only to those restrictions that may be specified below.

Conditions of Donation

1. It is understood that all donations are outright, irreversible, and unconditional unless otherwise noted upon this agreement by the Library Director of Englewood or their designee.
2. Due to limited exhibition space and conservation concerns, neither the Local History Collection nor the Englewood Public Library can promise permanent exhibition or retention of any material, either in its original format, or in facsimile of any format.
3. Donations to the Englewood Public Library’s Local History Collection may be tax deductible.
4. Englewood Public Library staff are not permitted to furnish appraisals of value for donated material. It is the responsibility of the donor to obtain appraisals of donated material from a qualified independent appraiser in accordance with IRS regulations.
5. Please indicate above the Credit Line how you would like to be acknowledged on exhibit labels. If you wish to remain anonymous, please write Anonymous on Credit Line. Please note, you will still be noted by name within cataloging materials such as the finding aid for the purpose of maintaining provenance.

Donor Information

Printed Name of Donor

Signature of Donor Date

Printed Address of Donor Donor’s Phone

Credit Line

Description & Condition of Donated Material(s)
Please attach additional documentation if necessary.

Conditions of Acceptance (if any)

The Historic Archive Collection of the Englewood Public Library gratefully acknowledges and accepts the above property subject to the conditions notes above.

Signature of Library Manager or Designee Date

Approved by Public Library Board – June 13, 2023