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&  
E.L. Mabley Archives  
Deed of Gift**

The Peterson Memorial Library and/or E.L. Mabley Archives accepts gift or donations according to the following stipulations:

1. All gifts are final. By the act of donation, the donor permanently relinquishes all rights to ownership and dispensation.
2. No gift will be accepted without a transfer of title through a deed of gift or other official acknowledgement. The donor or transferring office head must sign all forms.
3. The library or archives reserves the right to use the gift materials by either including them in the library and/or archives collection, transferring it to another college department, selling the item, or donating it to another institution or organization.
4. In accordance with the donor's wishes, bookplates or other labels will be affixed to the items showing the donor's name.
5. The library and archives cannot accept materials that are closed to the public in perpetuity. All restricted materials must be designated with an opening date prior to acceptance by the library or archives staff.

Please note that in accordance with IRS regulations, the library and archives cannot appraise gifts for tax purposes. As part of the donation process the library will furnish the donor with a letter of receipt and a list of items given that includes titles or description. Please check here if you would like such a letter and list ☐

Donor's name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Gift (i.e. number of titles, books, videos, pictures) **FOR OFFICE USE ONLY**

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Signature of receiver: \_\_\_\_\_ Date: \_\_\_\_\_