



Serving Appling, Bacon, Clinch, Pierce, and Ware Counties

### Donation and Gift Policy

*Approved by Regional Library Board of Trustees on August 3, 2009, revised February 4, 2019*

Books, personal papers, manuscripts, photographs, artifacts and other donated items are transferred to the Okefenokee Regional Library System by means of this standard "Gift Agreement." The function of this document is to clarify the property, copyright, disposition, and access rights to these donated items.

1. Property and intellectual property rights from personal papers and manuscript collections but not from published works are transferred to the Okefenokee Regional Library System (hereafter cited as "OKRLS").
2. The public may have full access to this collection or these donated items.
3. OKRLS reserves the right to remove from its collections donated items.
4. Because of limited storage space and preservation/conservation considerations, all items in one gift donation may not necessarily be exhibited or housed together.
5. OKRLS reserves the right to photocopy or digitized donated items for online access or for other forms of electronic distribution, subject to copyright laws.
6. Gifts are deductible from taxable income in accordance with the provisions of the Federal income tax laws. The donor is responsible for obtaining their own appraisals of donations.
7. By accepting this donation OKRLS is not obligated to add it or any part of it to the collection. Neither is OKRLS obligated to return the donation or any part of the donation to the donor.

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#### Donor Agreement

I understand that all donations grant the library permanent rights to use and display materials in any format with or without modification and with or without attribution.

I, \_\_\_\_\_, affirm that I am the owner of the materials being donated, and herewith present to the Okefenokee Regional Library System all rights for the usage of the following materials as received by the library.

*Brief description of the item(s) donated*

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*Donor's Signature*

*Date*

In case we need to contact you about your donation, please provide a phone number or email address:

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