

JONES MEMORIAL LIBRARY

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Lynchburg, VA 24501

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www.jmlibrary.org

DEED OF GIFT

Rev. 08-02-2025

Name(s) _____ Date _____

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I, _____, representing the following organization or family: (leave blank if just you) _____, hereby donate the materials described below to the Jones Memorial Library (JML) to be administered in accordance with its established policies. I assign and transfer all copyrights that I possess to the Jones Memorial Library. I agree that this material may be made available for research on an unrestricted basis, subject only to those restrictions which may be specified below. JML will request that proper citation be given in any publication resulting from research using materials held at The Jones Memorial Library.

Please describe your collection:

Collection dates:
Subject/topic of materials:
Language of materials:
Please tell us the story of what you have donated: Who is represented? When, where, and why was it collected?

<p>Donated Materials and formats:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maps/drawings/posters <input type="checkbox"/> Art <input type="checkbox"/> Documents <input type="checkbox"/> Letters/Correspondence <input type="checkbox"/> Photographs ____ B&W ____ Color ____ Print ____ Slide ____ Digital ____ Negatives ____ other <input type="checkbox"/> Oversized materials: (please describe): 	<p>(Please check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Books <input type="checkbox"/> Architectural materials <input type="checkbox"/> Electronic records/ Digital files ____ disc ____ USB ____ other <input type="checkbox"/> Audio or video recordings ____ CD ____ DVD ____ VHS ____ Reel ____ <input type="checkbox"/> Collectibles/ephemera <input type="checkbox"/> Other (please describe):
<p>Should any of these materials be restricted? Please list below:</p> 	

Thank you for donating materials to the Jones Memorial Library. The Library retains final discretion regarding materials added to the collection and seeks to preserve materials in both physical and digital format. As a donor, you agree that items which do not fit the library's policies and needs may be donated, sold, discarded or returned to the donor at any time.

Donor Signature(s) _____ **Date** _____

_____ **Date** _____

The Jones Memorial Library hereby accepts the above property under the conditions specified.

Staff

Signature _____ **Date** _____