

# JONES MEMORIAL LIBRARY

2311 Memorial Avenue  
Lynchburg, VA 24501

Phone 434-846-0501

[www.jmlibrary.org](http://www.jmlibrary.org)

## DEED OF GIFT

Rev. 03-19-2025

*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. Donors 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.*

I, \_\_\_\_\_, representing the following organization (if applicable):

\_\_\_\_\_ 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. If this is an organization donation, JML will request that credit be given to the organization in any publication resulting from research using their materials held at The Jones Memorial Library.

### Request for restriction of access (if applicable):

\_\_\_\_\_

Organization Name \_\_\_\_\_ Date \_\_\_\_\_

Donor Name(s) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Please tell us some background information about this collection:

Collection dates:
Subject/topic of materials:
Language of materials:

Description of collection:

Please tell us the story of what you have donated- who is represented, when, where, and why was it collected. Use the back of this form if you need more room.

Donated Materials and formats:

- ☐ Maps/drawings/posters
- ☐ Art
- ☐ Documents
- ☐ Letters/Correspondence
- ☐ Photographs \_\_\_\_ B&W \_\_\_\_ Color  
\_\_\_\_ Print \_\_\_\_ Slide \_\_\_\_ Digital \_\_\_\_  
Negatives \_\_\_\_ other
- ☐ Oversized materials: (please describe):

(Please check all that apply)

- ☐ Books
- ☐ Architectural materials
- ☐ Electronic records/ Digital files  
\_\_\_\_ disc \_\_\_\_ USB \_\_\_\_ other
- ☐ Audio or video recordings \_\_\_\_ CD  
\_\_\_\_ DVD \_\_\_\_ VHS \_\_\_\_ Reel \_\_\_\_ Other
- ☐ Collectibles/ephemera
- ☐ Other (please describe):

Donor Signature(s):

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

\_\_\_\_\_ Date \_\_\_\_\_

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

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