

JONES MEMORIAL LIBRARY

2311 Memorial Avenue
Lynchburg, VA 24501

Phone 434-846-0501

www.jmlibrary.org

DEED OF GIFT

Rev. 2026-06-18

Name(s) _____ Date _____

Organization _____

Address _____

Email _____ Phone _____

I, _____, representing the following organization, person, individual, 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:

Date(s) of material(s) in your collection: (It's OK to guess!)

Subject/topic of materials:

Please tell us the story of what you have donated: Who is represented? When, where, and why was it collected?

over >

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 ____ ☐ Collectibles/ephemera ☐ Other (please describe):
Should any of these materials be restricted? Please list below: 	
Is this being added to another collection we already have? ☐ Yes, Title: _____ ☐ No	

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** _____