

Deed of Gift/Donation Form

*Edna May Arnold Archive - El Reno
Carnegie Library*

Donor information

Name(s) of donor(s): _____

Address: _____

Phone: _____ Email: _____

Copyright and permissions (select one)

- All copyrights held by me are transferred to El Reno Carnegie Library.
- All copyrights held by me are retained, and I grant El Reno Carnegie Library a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant Reed College non-exclusive rights to authorize the reproduction and publication of these materials for educational uses.
- All copyrights held by me are retained, and I grant El Reno Carnegie Library a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.
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Separations (select one)

Items not retained during the initial processing or future reappraisal should be:

- Discarded
- Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, El Reno Carnegie Library may dispose of the items.

Transfer

I hereby give legal and physical ownership of the item(s) listed to El Reno Carnegie Library. I have read and am in agreement with Edna May Arnold Archives' established practices as described in their Donation Guidelines. This deed will apply to any additions given at later dates, unless otherwise noted. *(Attach listing if more space is needed)*

Donor's signature: _____

Date: _____

Accepted into the El Reno Carnegie Library by: _____

Donation Guidelines

The mission of El Reno Carnegie Library is to collect, describe, preserve, and make available enduring records of El Reno and the surrounding communities, as well as primary source materials with enduring historical value for the study, teaching and research needs of citizens.

The Edna May Arnold Archive welcomes gifts of books and archival materials that fall within the scope of its collecting activities, that will enhance the strengths of its collections. Gifts of materials are accepted with the understanding that, once received, they are owned by El Reno Carnegie Library. The Library reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition.

Materials with restrictions on access or use will generally not be accepted; in some cases, materials of great research value with clearly stated restrictions of limited duration will be considered. Photocopies or scans of manuscript or other original materials are generally not accepted. Individual leaves offered from multi-leaved manuscripts will be reviewed carefully and decisions made on a case-by-case basis.

El Reno Carnegie Library reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s).

El Reno Carnegie Library is unable to collect items where resources do not allow us to meet the collection's space requirements or preservation needs.