



STAFF ONLY	
Item Processor(s):	_____
Date Item's in Collection:	_____
Form Ready for Retention?	<input type="checkbox"/> <i>Give to T.O. for filing</i>

Deed of Gift

Deed of Gift is a voluntary transfer of property from one party (the donor) to another (the donee) without consideration. By using this document, the donor transfers the legal ownership of their property to the donee by way of gift.

Today's Date: _____

I. Donor Information

Donor Name: _____

Name of Institution (if applicable): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: (_____) _____ - _____ Email: _____

II. Description of Item Donated

Fill out all that is applicable for the type of item. Attach extra paper(s) as necessary.

Name of Item _____

Creator of Item _____

Date of Creation _____

Physical Description _____

III. Conditions Governing Gifts

1. It is understood that all gifts are outright and unconditional.
2. The Library reserves the right to add donations to its collection, resell, or to otherwise dispose of donations as deemed appropriate by the Geneva Public Library.
3. Geneva Public Library employees are not permitted to furnish appraisals.
4. Gifts to the Geneva Public Library may be deductible in accordance with provisions of federal income tax laws.
5. The donor name on this form has not received any goods or services from the Geneva Public Library in return for this gift.

IV. Acknowledgement & Credit Line

1. Would you like to receive a thank you letter, doubling as a tax receipt, for your donation? Yes No

2. Would you like to be publicly acknowledged for your donation? Yes No

If yes, how would you like to be credited regarding this donation?

Bookplate in/on the Item

Exhibit Labels

Library Newsletter Notice

Other: _____

If yes to acknowledgement, is this donation in honor or memory of someone?

In Memory of: _____

In Honor of: _____

If yes to a credit line, what should the bookplate or exhibit label say?

Would you like the honoree, or someone else, notified of this donation?

Name _____

Address _____

V. Signatures

I/We, the undersigned, do hereby irrevocably and unconditionally give, transfer, and assign to the Geneva Public Library by way of gift, all right, title, and interests in, to, and associated with the object(s) described in Section II. I/We hereby notify the Geneva Public Library that I/we am/are the lawful owner(s) of the above described item(s) of personal property, or am/are acting as the authorized agent(s) of the same; and that I/we have absolute authority to, and hereby do, effect transfer of ownership of all right, title, and interest thereof to the Geneva Public Library.

Donor: _____

Printed Name: _____ **Date:** _____

Library Employee: _____

Printed Name: _____ **Date:** _____