

**PUBLIC LIBRARY OF NASHVILLE AND DAVIDSON COUNTY  
DONOR AGREEMENT  
DEED OF GIFT**

The donor named below declares that he/she does have the authority to and does voluntarily donate the materials described below in this deed of gift to the Public Library Board of the Metropolitan Government of Nashville and Davidson County (“Library”). It is understood that the purpose and intent of this gift is to transfer and assign all rights, title and interest in this gift.

**Copyright/Intellectual Property Rights Declaration**

The donor declares the following regarding the intellectual property component of the gift:

I know that I own the copyright and other intellectual property rights for this gift and **do** intend to transfer this copyright and other intellectual property rights to the Nashville Public Library;

I know that I own the copyright and other intellectual property rights for this gift and **do not** intend to transfer the copyright and other intellectual property rights to the Nashville Public Library;

I do not know whether I own the copyright or other intellectual property rights for this gift.

I do not own copyright or other intellectual property rights for this gift.

There shall be no restrictions on the Library’s use of this gift unless noted below in the description of materials. I guarantee that I have good and marketable title to both the physical and intellectual property components, if applicable and indicated above, of this gift, that the gift is unencumbered, and that I am fully authorized to make this gift.

Where applicable, said materials will be made available to the public for research after processing by staff, and may be microfilmed, photocopied, or otherwise reproduced or reformatted by the Nashville Public Library. **Using established procedures, library staff may use their discretion to dispose of material inappropriate for the library’s collections.**

I release and indemnify the Public Library of the Metropolitan Government, its employees, board members, agents and representatives and the Metropolitan Government of Nashville and Davidson County, its employees, officials, agents and representatives from any and all claims or demands arising out of or in connection with the use of this gift, including but not limited to any claims for defamation, copyright violation, invasion of privacy or right of publicity. This deed of gift becomes effective when signed by the donor.

(NRDonor) (08/02)

Description of materials:

---

---

---

---

---

---

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Donor Signature: \_\_\_\_\_ Email: \_\_\_\_\_

If acting as agent, for whom or what organization? \_\_\_\_\_

Additional contact information: \_\_\_\_\_

---

---

---

---

**STAFF USE:**

**Section A:**

- Review Agreement Completed  Yes, Conservation Survey required. See Part B.  
 Yes, gift accepted and approved. Complete Part A.  
 No, gift accepted and approved. Complete Part A.

Gift Received by \_\_\_\_\_ Date \_\_\_\_\_

---

Approved by : Director, Division/Branch Manager, or Designee \_\_\_\_\_ Date \_\_\_\_\_

---

**Section B:**

- Conservation Survey Completed  Estimated Cost to Process \_\_\_\_\_
- Approval by Director Required  
 Approval by Public Library Board Required
- 

**Section C: Approval**

Director, Nashville Public Library \_\_\_\_\_ Date \_\_\_\_\_

Authorized representative \_\_\_\_\_ Date \_\_\_\_\_  
The Nashville Public Library Board  
Metropolitan Government of Nashville and Davidson County

---

Accession No. \_\_\_\_\_