

SPECIAL COLLECTIONS DEED OF GIFT

I, the undersigned donor, hereby donate and convey to the Kennebunk Free Library all right, title, and interest that I possess in the physical and/or digital property described in Section 2 of this Deed.

1. Donor Information

Name: _____

Telephone Number: _____

Street Address: _____

Email Address: _____

Alternate Contact Person (Optional): _____

Does the donor wish to remain anonymous? Yes / No

2. Description of Property

Please provide a description of the property, including any provenance or historical information, if available. Feel free to attach additional pages if needed.

3. Intellectual Property

The donor transfers to the Kennebunk Free Library the copyright and literary property rights in the property described above in so far as such rights are held by the donor. Please check one of the following options:

- ☐ I do not control Intellectual Property Rights in any of the donated materials.
- ☐ I control the Intellectual Property Rights in some or all of the donated material. (Please indicate below or on a separate page which materials you control the Intellectual Property Rights for and the nature of your rights (copyright, literary executor, etc.)
- ☐ To the best of my knowledge, the Intellectual Property Rights are controlled by:

Name: _____ Phone Number: _____

Address: _____ Email Address: _____

If you have indicated that you own the Intellectual Property Rights in some or all of the donated material, please check one of the following boxes:

- ☐ I wish to transfer, convey and assign to Kennebunk Free Library all Intellectual Property Rights I control in the donated material subject to the following limitations, if any, described here.
Limitations: _____
- ☐ I do not wish to transfer Intellectual Property Rights I control in the donated material, but I give permission for the Kennebunk Free Library to make copies for users of the material for fair use purposes.

4. Terms and conditions

By signing below, the donor agrees and accepts the following terms and conditions:

I grant the Kennebunk Free Library the right to make available to the public, in formats including print, present and future technologies, and via digitization to provide internet access, for purposes in accordance with the Library’s Special Collections Policy and mission statement. Any restrictions to this access are here described: _____

The Kennebunk Free Library will administer the donated materials according to its mission statement and Special Collections Policy, which includes guidelines for retention, access, and disposal of collection materials.

By execution of the Deed of Gift, the donor expressly represents and warrants to the Kennebunk Free Library that he or she is the sole lawful owner of title to the property or that the donor is fully authorized by such owner to enter into this Deed of Gift.

Donor Signature

Date

Kennebunk Free Library Director Signature

Date