

**Loveland Public Library  
Lula Pulliam Colwell Local History and Genealogy Room  
Donation Form**

I, the undersigned donor, hereby give, donate, and convey to the Loveland Public Library (hereafter Library) for deposit and public use in its Lula Pulliam Colwell Local History and Genealogy Room—subject to the “Terms and Conditions” included below—all right, title and interest that I possess in the materials described in Section 2 of this form below.

**1. Donor Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**2. Description of Materials** (If more space needed, include addendum detailing donated materials)

**3. Nature of Donor’s Right in Materials** (e.g. owner, heir, literary, executor, trustee)

**4. Copyright**

**Copyright Interests**

- I represent and warrant that I control copyright to the donated materials.
- I do not control the copyright of the donated materials

**Copyright Conveyances**

- To assign to the Library copyright in the donated materials, please initial here \_\_\_\_\_

## Terms and Conditions

Loveland Public Library has accepted donor's gift of materials as listed above, subject to the following terms and conditions:

1. By execution of the form, donor expressly represents and warrants to the library that she/he is the sole lawful owner of title to the materials. The donation is free and clear from any and all encumbrances. The donor has the right to give or transfer the materials.
2. The appraisal or establishment of an item's value for tax purposes is the responsibility of the donor and must be completed before the materials are donated.
3. Donor acknowledges that upon execution of this form, I irrevocably relinquish all rights, title and interest in and to the donated materials to the Loveland Public Library.
4. There shall be no restriction on the library's use of the gift.
5. The retention, preservation, and disposition of the donated materials by the library will be conducted at its discretion.

### SIGNATURE OF DONOR

I represent and warrant that I am the sole owner of the materials described above; that I have the full right, power and authority to give the materials to the library; and that the information I have provided is accurate. The terms of this form shall apply to all of the donated materials described in this form. I understand the sections on "Copyright Conveyances" and "Copyright Interests." I understand all the terms and conditions of this form and agree to them as indicated by my signature below.

\_\_\_\_\_  
Donor

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

\_\_\_\_\_  
Library official

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