



St. Joseph County Public Library, Local & Family History Services, 304 S. Main Street, South Bend, IN 46601

LFH Statement of Gift

1. Donor Contact Information

Name: _____

Address: _____

Phone number: _____

Email address: _____

2. Description of Materials *Use additional sheets if necessary. For dissimilar items, please complete separate forms.*

Description of materials: _____

Format/Medium: book papers other: _____

Author/Creator: donor other: _____

Title: _____

Year and Publisher: _____

3. Transfer of Ownership *Initial next to each statement to approve.*

I solely own the materials described below and voluntarily donate them to Local & Family History Services and the St. Joseph County Public Library (SJCPL) to become its permanent property and to be administered in accordance with established Collection Development policies.

I understand that, once accepted, items become the property of the SJCPL. Items cannot be reclaimed by present or future generations related to the donor. SJCPL may choose to keep, withdraw, or digitize any item in its possession and may provide the public with access to the material for research and study.

4. Copyright Information

Do you hold the copyright to the material you are donating? yes no

If yes, what contact information above should be provided in response to copyright and reproduction inquiries from the public? (Check all that apply.) email phone number address

If yes, do you give SJCPL permission digitize the material and place it on our website for public use before it enters the public domain, if the library so chooses? yes no other: _____

If no, do you know who holds the copyright and their contact information? _____

Donor Signature _____ Date: _____

Library Rep. Signature _____ Date: _____

Thank you for your contribution to Local & Family History Services!