



Deed of Gift

I own or otherwise have legal power to dispose of the materials described below and voluntarily donate them to the Ohio County Public Library (OCPL) to become its permanent property and to be administered in accordance with established policies. The purpose and intent of this gift is to transfer and assign all rights, title and interest I possess to these materials to OCPL, except as specified below.

OCPL may use its discretion to deaccession material inappropriate for its collections, unless instructions to return unwanted materials are stated below.

Description of materials (use back of page if additional space is needed):

Restrictions on the use of and/or access to these materials: Yes No

(If yes, please explain restrictions on back of page)

Return unwanted materials: Yes No

Donor or Agent:

Signature: _____

Date: _____

Name (print): _____

Address: _____

Phone: _____

Email: _____

Authorized OCPL Staff Member:

Signature: _____

Date: _____

Name (print): _____

Title: _____



OHIO COUNTY
PUBLIC LIBRARY

52 16th Street Wheeling, WV 26003 | 304-232-0244 | www.ohiocountylibrary.org

Archives & Special Collections

{ Deed of Gift Form }

Description of materials continued (if needed):

Restrictions on the use of and/or access to these materials (if needed):