



Lincoln Memorial University | University Archives & Special Collections
6965 Cumberland Gap Parkway | Harrogate, TN 37752 | Email: archives@lmunet.edu

Deed of Gift Agreement Letter

Name: _____

Address: _____

Phone: _____

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The "Owner" of the property described below hereby gives, transfers, assigns, and delivers all of the Owner's rights, title, and interest in and to the property described below to the University Archives & Special Collections of the Carnegie-Vincent Library at Lincoln Memorial University as an unrestricted gift.

Please give a brief description of the donated property (include additional notes as needed):

I, the Owner, understand:

That there are no conditions attached to donated items regarding disposition by the Library. All donations are subject to inspection before inclusion in the Library's University Archives & Special Collections. Only materials that meet the Library's collection development policies and that are in good condition for preservation within the University Archives & Special Collections will be retained. Any item(s) hereby donated that are not retained by Carnegie-Vincent Library will be disposed of at the discretion of the Library by sale, exchange, donation, or discarded. The donor is encouraged to create a list of titles and/or donated materials for appraisal purposes. Final appraisal of gifts for tax purposes is the responsibility of the donor.

The University Archives & Special Collections of the Carnegie-Vincent Library accepts the above property.

Owner Signature: _____ **Date:** _____

Accepted by: _____ **Title:** _____

(Copy provided to owner after signatures for owner's records, original retained in University Archives & Special Collections)