



# Deed of Gift/Donation Form

*Bosque County Genealogical & Historical Society  
(BCGHS)*

## Donor information

Name(s) of donor(s): \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

## Copyright and permissions (select one)

- ☐ All copyrights held by me are transferred to BCGHS.
- ☐ All copyrights held by me are retained, and I grant BCGHS a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant BCGHS non-exclusive rights to authorize the reproduction and publication of these materials for educational uses.
- ☐ All copyrights held by me are retained, and I grant BCGHS a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.

## Separations (select one)

Items not retained during the initial processing or future reappraisal should be:

- ☐ Discarded
- ☐ Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, Bosque County Genealogical & Historical Society may dispose of the items.

## Transfer

I hereby give legal and physical ownership of the item(s) listed to BCGHS. I have read and am in agreement with Bosque County Genealogical & Historical Society's established practices as described in their Donation Guidelines. This deed will apply to any additions given at later dates, unless otherwise noted. *(Attach listing if more space is needed)*

\_\_\_\_\_

\_\_\_\_\_

Donor's signature: \_\_\_\_\_

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

Accepted into Bosque County Genealogical & Historical Society's Collection by:

\_\_\_\_\_

# Donation Guidelines

The mission of Bosque County Genealogical & Historical Society is to collect, describe, preserve, and make available enduring records of the society and the local community, as well as primary source materials with enduring historical value for the study, teaching and research needs of BCGHS volunteers and staff.

Bosque County Genealogical & Historical Society welcomes gifts of books and archival materials that fall within the scope of its collecting activities, that will enhance the strengths of its collections, and that support BCGHS mission and goals of preserving local and family history. Gifts of materials are accepted with the understanding that, once received, they are owned by BCGHS. Bosque County Genealogical & Historical Society reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition.

Materials with restrictions on access or use will generally not be accepted; in some cases, materials of great research value with clearly stated restrictions of limited duration will be considered. Photocopies or scans of manuscript or other original materials are generally not accepted. Individual leaves offered from multi-leaved manuscripts will be reviewed carefully and decisions made on a case-by-case basis.

Bosque County Genealogical & Historical Society reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s).

Bosque County Genealogical & Historical Society is unable to collect items where resources do not allow us to meet the collection's space requirements or preservation needs.