



Stevens Memorial Library
 20 Memorial Drive
 Ashburnham, MA 01430
 P: (978) 827-4115
 F: (978) 827-4116
 library@ashburnham-ma.gov

DEED OF GIFT

The Deed of Gift is a formal, legal agreement that transfers ownership of, and legal rights to the materials which you as a Donor are conveying to the Stevens Memorial Library, to be administered in accordance with our established policies. The Deed of Gift constitutes the transfer of titles and serves to define the terms of the transfer. The materials irrevocably become legal property of the Stevens Memorial Library upon signing of the Deed of Gift.

Appraised Value: The Stevens Memorial Library, its staff and Trustees, cannot by law provide monetary appraisal of collections. Please consult a qualified appraiser, your accountant, and/or lawyer for advice.

Disposition of Materials: In order to make the most effective use of resources, the Stevens Memorial Library reserves the right to determine the disposition of donated material and are authorized to dispose of any materials that, in its sole discretion, it determines are no longer necessary to the collection or the institution. Gifts received with a copy of an appraisal and not added to the collections will be retained for two (2) years as required by the Internal Revenue Service.

TO THE STEVENS MEMORIAL LIBRARY:

I (we), _____

Of (address) _____

Am (are) the owner(s) of the property described as follows:

Property	Title, Description, Artist (if applicable)
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Value _____

Value established by (check one): Donor _____ Appraiser _____ Other _____

please specify

I (we) desire to transfer said property as a gift to the Stevens Memorial Library. I (we) do hereby irrevocably assign, transfer, and give up all my (our) right, title, interest in and to the above described property to the Stevens Memorial Library. I (we) acknowledge receiving a copy of the Library's Gift Acceptance Policy. I (we) have hereunto set my (our) hand(s):

Donor _____

Donor _____

This _____ day of _____, 20 .

**FOR DEPARTMENTAL
 USE ONLY**

Signature of Library Trustee _____

Date _____