



Bringing local history to life

**Priaulx Library**  
donations form

Received from: Address:	Owner (if different): Address:
Tel No.:	Tel No.:
<b>DESCRIPTION OF OBJECT/COLLECTION:</b> (Continue on separate sheet if necessary)	
Number of Items: .....	
<b>STATUS (Please tick as applicable and sign)</b> <input type="checkbox"/> <b>Donation</b> – I offer to donate the item(s) listed above to the Priaulx Library <input type="checkbox"/> <b>Long-Term Loan</b> – I offer to loan the item(s) to the Library permanently / ..... years <input type="checkbox"/> <b>Short-Term Loan</b> – I offer to loan the item(s) to the Library for a period of ..... Months.  I confirm that the information given on this form is correct to the best of my knowledge and belief, and that I accept the terms and conditions described overleaf. <b>Signed:</b> ..... <b>Date:</b> .....	
<b>ADDITIONAL AGREEMENT FOR DONATIONS ONLY:</b> <input type="checkbox"/> I, the <b>OWNER</b> , confirm that I have undisputed title to the item(s) listed above, with full power to dispose of the Items and transfer such title to the Priaulx Library Council OR <input type="checkbox"/> I, the <b>DEPOSITOR</b> , acting on behalf of the owner(s), have undisputed title to the item(s) listed above, with full power to dispose of the items and transfer such title to the Priaulx Library Council, and that I am authorised by the owner(s) to act on their behalf to that effect.  The title in the item(s) listed above and subject to the conditions overleaf, is hereby transferred to the governing body of the Priaulx library <b>Signed:</b> ..... <b>Date:</b> .....	
<b>PRIAULX LIBRARY SIGNATORY:</b>  The receipt of the item(s) listed above is hereby acknowledged:  <b>Signed:</b> ..... <b>Date:</b> .....	
<b>RETURN OF OBJECT TO OWNER/DEPOSITOR:</b>  I, the owner/depositor, acknowledge the return of the item(s) listed above following: <input type="checkbox"/> The end of the period of loan <input type="checkbox"/> The Priaulx Library Council declining to accept the loan/donation  <b>Signed:</b> ..... <b>Countersigned:</b> ..... <b>Date:</b> ..... (For the Priaulx Library)	

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## Priaulx Library Donations

### Terms & Conditions

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#### **General Conditions**

The Priaulx Library will take the same care and precautions for the protection of the item(s) described overleaf, whilst they are in its custody, as it does for those in its permanent collections. Except in the case of negligence on the part of itself, its officers or employees, the Priaulx Library Council does not accept liability for any loss of, or damage to, or deterioration in, the item(s) described overleaf.

#### **Enquiries & Indentifications**

Library staff are not authorised to give valuations, to assist in the disposal of private property, or to express opinions regarding the merits of business firms.

#### **Acquisitions Policy**

The Library has an acquisitions policy which limits those items which it may acquire. Not all offers of donations can be taken up. A copy of the acquisitions policy is available on request.

In the case of acquisition by the Library of the items overleaf, the owner transfers to the Library absolute ownership of these items, together with any rights of copyright or reproduction held by the owner in respect of those items, without condition other than that the governing body will hold the items on trust for use for educational purposes to the public benefit.

