



Clear Creek County Library District Archives  
Georgetown Heritage Center  
809 Taos Street  
Georgetown, CO 80444

archives@ccclid.org  
303-569-2403

## Clear Creek County Library District Archives Gift Agreement

### **Donor Information**

Donor Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

### **Gift Description**

Description of Materials (Be as detailed as possible):

Size of gift (number of items or containers):

Additional Information (list any other information or requests pertaining to the above materials):

**Rights**

The Donor hereby transfers and assigns without condition or restriction all rights (including trademarks and copyrights), title, and interest free of restrictions or encumbrances of the tangible personal property listed above, to the Clear Creek County Library District.

**Warranties**

The Donor certifies that, to the best of the Donor's knowledge, the Donor owns the physical property listed above, and has the right to freely transfer it to the Clear Creek Library District. No goods or services were received in exchange for this gift.

**Library Use of Material**

Please mark x if applicable:

I wish to be notified for retrieval of any items the library decides not to add to their collection. I understand that I will be responsible for collecting the items from the library within 30 days of notice.

The Clear Creek County Library District may return, transfer, deaccession, or dispose of materials as they see fit, unless otherwise stated in this document. This material is immediately open to public research, including digital access and possible digitization.

\_\_\_\_\_

This deed of gift represents an agreement between the Clear Creek County Library District and the Donor named on this form. Any variation in the terms noted must be in writing on this form and approved in writing by both parties.

By my signature below, I certify that I own the personal property described above and desire to give said personal property to the Clear Creek County Library District. I accept the terms listed above and transfer all rights unconditionally to the Clear Creek County Library District.

\_\_\_\_\_  
Donor Signature Date Donated

\_\_\_\_\_  
Clear Creek County Library District Staff  
Representative (print name) Date Received

## **Tax Information**

Gifts to the Clear Creek County Library District are deductible from taxable income in accordance with the provisions of Federal income tax law. If a deduction over \$500 is to be taken for this gift, the Internal Revenue Service has regulations for filing IRS Form 8283. If the value of the donation exceeds \$5,000, an independent appraisal is required and the Library must sign Form 8283. The Library District and its employees cannot by law provide any appraisals for the purpose of establishing the tax deductible value of donated items. Evaluations must be secured by the donor at the donor's expense.