

Riegelsville Historic Committee

Historic Item Pre-Approval Donation Form

Dear Donor,

Thank you for your interest in donating your historic item to the Riegelsville Public Library. The Historic Committee is a sub-committee of the Riegelsville Public Library Board of Trustees and is responsible for managing the Historic collections and the Historic Room. The committee consists solely of volunteers and the Riegelsville Public Library does not have a paid curator to manage the collection.

Because of the limited space to house our collections and the availability of funding, we must narrow our collections to the culture and history of Riegelsville, PA. We can only accept donations that apply to our mission.

If you are interested in donating an historic item, please use the attached application form. Complete it and return the form to the Librarian. The form will be routed to the Historic Committee for review. You will be contacted by a committee member as to whether or not your item will be accepted. Please do not drop your item off without following this process. Our Librarian cannot accept your donation without the approval of the Historic Committee.

Thank you for your understanding. We appreciate your interest in our quest to preserve the rich culture of the village of Riegelsville, PA.

Sincerely,

Riegelsville Historic Committee Members

Riegelsville Historic Committee
Historic Item Pre-Approval Donation Form

1. Item Description:

2. Age of Item or Date of Manufacture or Printing: _____

3. Donor Name: _____

4. Donor Address: _____

5. Donor Phone: _____ Donor Email: _____

6. Historic Significance of Item:

7. Please Attach a Photograph of the Item

Signature of Donor: _____ Date: _____

Reviewed By: _____ Date: _____

Signature of Acceptance: _____ Date: _____

Riegelsville Historic Committee Deed of Gift Form

RHC Item Accession Number of Item: _____

Description of the Donation: (see attached Donation Form)

This donation has been received by the Riegelsville Public Library as a gift, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described to the Riegelsville Historic Group (RHC), a sub-committee of the Riegelsville Public Library Board of Trustees and its successors and assigns permanently and forever, together (when applicable) any copyrights therein and the right to copyright the same.

Donor Name: _____

Signature of Donor:

Date:

Signature of Person Receiving Item: _____ Date: _____

Signature of RHC Member

Date:

Conditions Governing Gifts:

1. It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement.
2. Gifts to the Riegelsville Public Library may be deductible in accordance with provisions of federal income tax laws.
3. The Donor name on this form has not received any goods or services from the Riegelsville Public Library in return for this gift.
4. The volunteers of the Riegelsville Historic Committee or Library are not allowed to furnish appraisal value of this gift.
5. The Riegelsville Public Library Board of Trustees gratefully acknowledges your gift.
6. Please indicate on the form besides "Credit Line" as to how you would like to be acknowledged in any news releases, exhibit labels, or other publicity regarding this donation.

Credit Line: _____