

**[Appendix 1: Archives Donor Information Form and Deed of Gift—2 pages]**



A voice for  
Pennsylvania's Libraries

Please send donated materials with  
a completed copy of this form to:  
Archives Committee, c/o  
Pennsylvania Library Association Headquarters  
220 Cumberland Parkway, Suite 10  
Mechanicsburg, PA 17055  
(717) 766-7663

**Pennsylvania Library Association Archives  
Donor Information Form and Deed of Gift**

**About the donor**

Name \_\_\_\_\_

Address (street) \_\_\_\_\_

Address (city/state/zip) \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Relationship to PaLA and the donated materials \_\_\_\_\_

**About the papers or items being donated**

Committee and/or activity \_\_\_\_\_

Number of boxes or folders \_\_\_\_\_

Inclusive dates \_\_\_\_\_

**Agreement**

I hereby donate the historical records described on this form to the Pennsylvania Library Association (PaLA) Archives. I am the owner of these items and I give and assign to PaLA, without restriction, all the rights which I have in them. These rights include physical ownership, property rights, copyright, and the right to reproduce, publish, display the materials, and mount a web page. All items in the PaLA archives will be open for consultation and use by the Archives Committee, PaLA officers and members, PaLA staff, and researchers from the general public. PaLA may publish, digitize, or write about documents that have historical interest.

In addition, PaLA's Archives Committee may refuse any materials which duplicate its existing holdings, do not fit the Archives collection policy, or have no historical or permanent interest to the association. Donors are not informed of disposal unless checkmarked below:

\_\_\_\_\_ (check and initial if applicable) I wish to have returned to me items which are not going to be kept by the PaLA archives.

**Signature**

Donor \_\_\_\_\_

Date \_\_\_\_\_

**To be filled out by the PaLA Archives and History Committee chair or designee**

Received by \_\_\_\_\_

Date \_\_\_\_\_

**Disposition**

\_\_\_\_\_ Added to PaLA archives. Series: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Returned to donor. Date mailed: \_\_\_\_\_

\_\_\_\_\_ Discarded. Date discarded: \_\_\_\_\_