



State of Tennessee
Department of State
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312

DONOR AGREEMENT FOR PUBLISHED MATERIALS

This agreement temporarily places the item(s) listed below with the Tennessee State Library and Archives (TSLA). All items will be reviewed by TSLA staff within 60 days from the date of receipt for retention of (check one)

_____ original item(s), or _____ copies made from the original item(s)

During the time these items are on deposit and under review, they will be afforded all reasonable protection and care. If donor's gift is accepted and the items are placed in TSLA's collection, they will be made available for research, and duplicate copies may be made for researchers.

If the items are added to the collection, the library will send written acknowledgement of the donation. TSLA cannot house a donor's library separate from the general collection, but will maintain a record of the gift for future reference. Materials not recommended for retention in their original form will be (check one)

_____ Returned to the donor, or _____ Disposed of at discretion of TSLA staff (in some cases, items may be offered to other libraries)

Materials not recommended for retention that are left at TSLA more than one year after date received, following a sincere effort to contact the depositor, will be considered the property of TSLA and will be disposed of at our discretion. Depositing materials does not signify a transfer of copyright ownership.

Description of items: _____

Donor Name (please print): _____ Email: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Donor Signature: _____ Date: _____

Received for TSLA by: _____ Date: _____

Released to: _____ Date: _____

- - - - - STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE - - - - -

SUBJECT SPECIALIST RECOMMENDATION

_____ I have checked OPAC. Subject Specialist: _____

(Subject Specialty: _____)

Date: _____ Check here if donor not available: _____

Recommendation(s):

1. _____ Add to Collection _____ Acknowledge _____ Catalog
2. _____ Return to owner [Check when materials are returned: _____]
3. _____ Dispose of material at discretion of TSLA [Completed: _____]

Special Instructions:
