

Donation of Library Document or Photo Form

(for items donated for use by the Seibert Library and Resource Center)

Document /Photo title _____

Description _____

(Check one below)

This item is being donated in full, and permission is given to Winters Heritage House Museum to use this material in any way that best benefits the museum, be it display, use, sale, or eventual de-accession.
initials: _____

This item is being lent to Winters Heritage House Museum and the original item will remain as the possession of the lender.

This item is being temporarily shared with the Winters Heritage House Museum from date _____ until date _____. Scans or copies of this item may be used in any way that best benefits the museum. The original will reside in _____ until retrieved by the owner.

Owner proposed value of this item \$ _____ (for insurance purposes only)

Signature of donor _____ Date _____

Donor Information:

Name _____

Address _____

Phone(s) _____

Email _____

Received by _____ Date _____

Accession number _____

Storage location _____

Please use the back of this form for any further notes on this item.