



# Oklahoma Historical Society

Research Division

## Oklahoma Historical Society Gift Agreement – Published Materials

As established in the Research Division Collection Policy:

- A. We accept gifts of books, serials, maps, and non-print materials to add titles, replace worn items, or fill in gaps in our collection.
- B. An inventory must accompany gifts of more than 20 items.
- C. Gifts are considered outright and unconditional and can be used, stored, and shared at the discretion of the Oklahoma Historical Society.
- D. Items outside the Research Division Collection Policy scope may be sold, exchanged, transferred to another repository, or returned to the donor if specified in this agreement.
- E. Donations may be tax deductible; however, the Oklahoma Historical Society is prohibited from giving monetary appraisals. If an appraisal is needed, donor(s) must have it done before the donation.
- F. Because of the expense involved in housing, handling, maintaining, and exhibiting collections, loans cannot be accepted.
- G. All gifts are subject to the approval of the Board of Directors of the Oklahoma Historical Society upon recommendations of the Collections Committee of the professional staff.

I hereby acknowledge that I have read the collections policy. I hereby give, grant, and convey the following items to the Oklahoma Historical Society to be administered in accordance with its established policies. By signing this gift agreement, I transfer to the Oklahoma Historical Society physical possession of the items donated. I hereby certify that I am the true, rightful, and legal owner of the items listed herein and that none are subject to any liens whatsoever.

Donor (*print*) \_\_\_\_\_ Donor (*signature*) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

List items received:

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INTERNAL USE ONLY

RECEIVED BY: \_\_\_\_\_

INVENTORY INCLUDED: \_\_\_\_YES \_\_\_\_NO

GIFT AGREEMENT SIGNED: \_\_\_\_YES \_\_\_\_NO