



Art Donation Form

Temporary Accession Number _____

Permanent Accession Number _____

To be completed in full by donor; original to the Huntsville Public Library, copy to the donor, & copy with the item.

Donor _____

Address _____

Phone Number _____

Email Address _____

Be it know that I, (print Donor's name) _____ am the sole lawful owner of the item(s) listed below, and/or authorized on behalf of _____ (Organization) and do hereby transfer and assign to The Huntsville Public Library all rights, title, copyright and interest in the artifact(s) listed below, free and clear of all liens and/or encumbrances, in accordance with legislation of the Province of Ontario, Canada. In doing so, I understand and agree that The Huntsville Public Library shall have full discretion as to use, display, and disposition thereof as it may deem to be in the best interests. This has been explained to me. (Initial)

Date _____

Donor's Signature _____

Witness Signature (Name & Relation) _____

ACCEPTANCE

The Huntsville Public Library Art in the Library Committee will review the item(s) listed below in order to ensure the item(s) offered for donation is appropriate for acceptance based on the Town of Huntsville Art in the Library Policy. If the item is not accepted for any reason, the donor will state whether he/she wishes to receive the donation back.

YES, please notify me to pick up the item(s) below

NO, you may dispose of the item(s) below

ACKNOWLEDGEMENT

The Huntsville Public Library gratefully acknowledges the gift of the item(s) listed below. Provenance notes will be retained but please note that specific instructions, encumbrances or dispersions cannot be guaranteed. Please note that if a tax donation receipt is required, it is the onus of the donor to provide an acceptable valuation/sale receipt at the time of donation.

Date _____

Library Authorized Signature _____

DONATION DESCRIPTION (List of item(s) and history/provenance)

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