



Deed of Gift

Date: ____ / ____ / 20____

I. Donor Information

Donor Name: _____

Name of Institution (if applicable): _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: (_____) _____ - _____ Email: _____

II. Description of Donation

Attach extra sheet of paper if necessary.

FORM CONTINUES ON BACK

III. Conditions Governing Gifts

- 1. It is understood that all gifts are outright and unconditional.
- 2. Gifts to the Geneva Public Library (“the Library”) may be deductible in accordance with provisions of federal income tax laws.
- 3. The donor name on this form has not received any goods or services from the Library in return for this gift.
- 4. Library staff members are not permitted to furnish appraisals.

IV. Credit Line

How would you like to be acknowledged in any news releases, exhibit labels, or other publicity regarding this donation?

V. Signatures

I/We, the undersigned, do hereby irrevocably and unconditionally give, transfer, and assign to the Geneva Public Library by way of gift, all right, title, and interests in, to, and associated with the objects(s) described in Section II. I/We hereby notify the Geneva Public Library that I/we am/are the lawful owner(s) of the above described item(s) of personal property, or am/are acting as the authorized agent(s) of the same; and that I/we have absolute authority to, and hereby do, effect transfer of ownership of all right, title, and interest thereof to the Geneva Public Library.

Donor: _____

Printed Name: _____ **Date:** ____ / ____ / 20____

Library Staff: _____

Printed Name: _____ **Date:** ____ / ____ / 20____

Adopted by the Board of Trustees: May 30, 2018