Deed of Gift

I donate the following to the Greenbrier Historical Society as an outright and unconditional contribution, subject to the terms on the reverse of this document. I affirm that I lawfully own the property described and have the right to convey it. I also donate any copyright and associated rights to the property that I may have (If less than all copyright and related interests are given, the donor must specify below or on reverse of this deed of gift).

Description including provenance (past ownership:

Click or tap here to enter Description

Donors Name (Printed): \_Click or tap here to enter name

Donors Address: Click or tap here to enter address

Donors Phone Number: Click or tap here to enter phone # Donors Email: Click or tap here to enter email

Donor Signature: Click or tap here to sign Date: Click or tap to enter a date.

Historical Society Representative Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disposition if not accepted by the Archives Committee:**

[ ]  Donor will be notified and items(s) will be picked up [ ]  GHS will dispose of or destroy

[ ]  Item may be sold to benefit the Greenbrier Historical Society

**Please Donate to help us care for your gift!**

There are many costs associated with caring for a historic document including purchasing proper storage materials, staff time, and digitization costs. Consider helping us continue to care for you gift with a monetary donation.

Donation Amount Donation Amount [ ]  Cash [ ]  Check [ ]  Credit Card # Credit Card # Exp Expiration Date. Security Code Security Code

The Greenbrier Historical Society Archives & Collections collects, preserves, and shares documented information of significant historical interest as well as such items of potential future historical significance.

**Collecting Scope for the Greenbrier Historical Society:** The geographic scope of the Archives is the Greenbrier River Valley (Greenbrier County, Pocahontas County, Monroe County, and Summers County).

The Greenbrier Historical Society collect items related to the history of the Greenbrier Valley including that of schools, churches, towns, communities, and businesses, and commercial industries.

Records are accepted, regardless of date. The Archives do not have a chronological cut-off date for acquisitions

1. The Greenbrier Historical Society assumes that the donors and vendors are the sole and lawful owners of materials being donated or sold. The historical society takes no responsibility in establishing ownership prior to or subsequent to a donation or purchase.
2. The museum maintains two categories of document collections Archives and Reference Library. The Archives houses historical unpublished materials related to the collecting scope of the Greenbrier Historical Society. The Reference Library houses published materials that assist the historical society in research related to its archival and museum collections.
3. The Greenbrier Historical Society also holds object collections related to the collecting scope of the organization. Item are stored for research and possible use in exhibits and displays.
4. All donations are subject to formal approval by the Archives Committee. Upon acceptance the material becomes outright and unconditionally owned by the Historical Society and may be used in any manner within the professional discretion of the Greenbrier Historical Society. This may include the eventual disposal through deaccessioning from the permanent collection if deemed necessary according to Archives or Collections Policy guidelines.
5. The Greenbrier Historical Society cannot agree to exhibit material permanently, keep material permanently, or guarantee donor acknowledgement with material on exhibition or in other uses.
6. When the Greenbrier Historical Society accepts an item into its collection it pledges to care and preserve the object to the best of its ability in perpetuity and provide access to the public when it does not endanger the safety of the item.
7. The Greenbrier Historical Society cannot assign a monetary value to any items donated, if you want to get your own appraisal for tax purposes you may do so.