

Lincoln Town Archives
Lincoln, Mass.

Offer of Gift

This form is for persons who are considering donating items to the Lincoln Town Archives.

Name of Donor(s): _____

Contact Name: _____ **Date:** _____

Address: _____

Phone: _____ **Email:** _____

1. General Description of Gift / Subject Matter:

2. Please attach a detailed list of the documents/objects you are donating and their dates (approximate, if necessary).

3. Please explain when and how you acquired these documents/objects? Are you the first owner? Can you trace them back to its original owner? (*Please provide additional evidence of provenance, if available.*)

4. How and where were these documents/objects used, displayed, or stored? (i.e. What was the general purpose of the documents/objects?)

5. Do you have any genealogical information related to the owner or creator of these documents/objects? Do you have pictures of the owner/creator?

6. Do you have any letters, journals, bills, receipts, instruction books, newspaper clippings, etc. that relate to the subject matter of these documents/objects?

7. If you are donating an object, do you have any photos of the object, of anyone using it, or of the original house or location of the object?

8. Describe the condition of these documents/objects. Please note any damage, mold, deterioration, etc.

9. Have the documents/objects been altered, repaired, or conserved in any way by you, a former owner, or a conservator?

LINCOLN TOWN ARCHIVES - OFFER OF GIFT

STATEMENT OF OWNERSHIP

I, _____, hereby state that I have the legal right to transfer these items, including all copyright and associated rights, to the Lincoln Town Archives. To the best of my belief, the subject(s) of this gift is free and clear of all encumbrances and restrictions.

Signature: _____ Date: _____

Office Use Only:

Approved/accepted by (Archives official): _____

Date: _____