

Accession/ Local No.:

Barcode:



Bay County Public Library ♦ **Local History and Genealogy Department**
 898 West 11th Street ♦ Panama City, FL ♦ 32401 ♦ (850) 522-2132

Deed of Gift & Inventory Form

Item(s) Description: Photograph Memorabilia Artifact/Art (including books and unpublished personal papers)

I (we), _____, testify that I am the legal owner of the item(s) listed above and understand that upon signature, this item becomes the property of the Bay County Public Library. It is further understood that neither I, nor my heirs, have claim to this property in the future and agree that the Bay County Public Library may use or dispose of this property as they see fit. The undersigned acknowledges that the property will be accessible to all researchers.

Donor's Signature: _____ Date: _____

Name of Donor (Print): _____

Address: _____ City/State/Zip: _____

Telephone No.: _____ email: _____

Please use the space below to provide a history of your donated item(s) such as the original owner or creator; when, where and for what reason the item was used; how, when, and from where you acquired the item(s); and any other information that might be useful in documenting its historical significance or care.

The Bay County Public Library gratefully accepts the donation.

Signature of Staff Member: _____ Date: _____

Accession/ Local No.:

Barcode:

For Staff Use Only
Evaluation of Item

Materials	
Colors	
Shape & Dimension	
Condition	
Recommended Storage and Care	
Other (i.e. Distinguishing Marks)	

Photograph: