



**Alexandria Scottish Rite, Orient of Virginia
Ancient and Accepted Scottish Rite, SJ**

MATERIALS DONATION FORM

I, the undersigned, hereby give to Alexandria Scottish Rite Library (ASRL), Valley of Virginia, the gift(s) herein described, transfer to the Library all property and literary rights pertaining thereto (except as stipulated below) and accept this acknowledgment as record of this gift and transfer of ownership to the Alexandria Scottish Rite, Orient of Virginia, Ancient and Accepted Scottish Rite, SJ.

I, the undersigned, agree and I acknowledge that:

- Irrevocably donate and convey to Alexandria Scottish Rite, Orient of Virginia all rights, title and interest that I possess in the materials described below ("Donated Materials").
- I understand and agree that the location, retention, cataloging, preservation, and disposition of the Donated Materials by the ASRL will be conducted at its discretion, in accordance with Library policy and with applicable law.
- The Library will NOT return any material once donated.
- Understand that materials will not be conditionally accepted.
- Understand that materials will not be appraised for income tax purposes. The Library will send you an acknowledgement letter recognizing your donation.
- Items not accepted into the collection must be retrieved from the Library within 30 days before they are considered "abandoned property." The library reserves the right to dispose of abandoned property at the discretion of the Library Chairman.

DESCRIPTION OF DONATION:

Please note the quantity of the books, the works title, author, and date published (if applicable) or what items you are donating. You may include a separate sheet listing donations alongside this signed Deed of Gift. Example (*A Bridge to Light, Rex Hutchens, 2010*).

DONOR'S SIGNATURE: _____ Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

The Alexandria Scottish Rite Library gratefully acknowledges this gift. Thank you very much.

Library Officer: _____ Date: _____