



State of Tennessee
Department of State
Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, Tennessee 37243-0312

DONATION/DEPOSIT REVIEW AGREEMENT
Part One: Donor Form

This agreement places the item(s) listed below on deposit with the Tennessee State Library and Archives (TSLA). All items will be reviewed by TSLA staff within 60 days from date of receipt for the following outcome (check one):

- Permanent retention of the original item(s)
 Permanent retention of copies made from the original item(s)

During the time these items are on deposit and under review, they will be afforded all reasonable protection and care. If these items are placed permanently in TSLA, they will be made available for research, and duplicate copies can be made for researchers. Individual items cannot be removed from these materials while on deposit at TSLA.

If materials are accepted for permanent retention, either a) the library will send written acknowledgement of book donations, or b) the archives will send a Donor Agreement to the owner. Materials not recommended for permanent retention in their original form will be

- Returned to the donor.
 Disposed of at the discretion of TSLA staff (requires donor's initials)

Materials left with TSLA longer than one year after the date received, following a sincere attempt to contact the depositor, will be considered the property of TSLA and will be disposed of at the discretion of TSLA staff. Depositing materials for microfilming, photocopying, or permanent retention does not signify a transfer of copyright ownership.

Description of items: _____

Donor Name (*please print*): _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

Donor Signature: _____ Date: _____

Received for TSLA by: _____ Date: _____

Released to: _____ Date: _____