

**ORANGE PUBLIC LIBRARY**  
**LOCAL HISTORY DONATION**

*Adopted by Orange Public Library Board of Trustees on October 15, 2001*  
*Revised: 11/20/2006*

Donations of local history material may be accepted by designated Library staff, including the Local History Librarian and the Library Services Director.

All donations become the property of Orange Public Library. Permanent loans will not be accepted. No donations will be accepted upon which a use restriction of unlimited duration has been imposed, and in no case longer than the life of the donor or the personalities in question in the document(s).

Material donated to the Local History Collection must be accompanied by a completed "Deed of Gift" form. The form, which signifies the free and unattached gift of the material, must be signed by the donor(s), as well as by the Local History Librarian or designee. Donors will be given a copy of the form for their records.

Material donated to the general collection with a "Special Gift Form" may be transferred to the Local History Collection if: 1) the material falls within the collection's scope; and 2) the transfer is approved by the Local History Librarian. A photocopy of the "Special Gift Form" must accompany the donated material.

Material accepted by the Local History Librarian will become the property of the Library and will be handled in accordance with archival principles and procedures.