

**The Community Library
Memorandum of Deposit**

The Community Library accepts on deposit the materials described below subject to the following conditions:

- *The materials will be left at TCL in library specified storage containers.
- *Each container will contain a complete list describing the items within.
- *The items will be available to patrons for research.
- *TCL assumes no responsibility in case of loss, theft, damage, fire or otherwise.
- *The materials remain the property of the owner. Withdrawal of the materials from TCL requires a written request 5 business days prior to removal.
- *Materials are accessible to the owner at any time during regular operating hours on a first come, first served basis.
- *Should TCL at any time desire to terminate its obligation with reference to these materials, the owner will be notified in writing that the materials must be withdrawn within 30 days. If not so withdrawn, the material will be considered a gift and transferred to the absolute property of TCL.

Description of Materials for Deposit: (# of containers and brief description of each)

I accept the conditions stated in this memo and affirm that I own the material listed above and wish to deposit these materials within TCL.

Depositor Name (please print): _____ Signature: _____

Address: _____

_____ Date: _____

TCL hereby accepts the property described in this document under the conditions described above.

The Community Library Director Signature.

Date

Staff Use Only	
Date of Accession	
Accession Number	
Date of Deaccession	