



FORMS FOR DONATING HISTORICAL MATERIALS

The attached forms may be used to donate materials of an historical nature to the chapter sponsored Western Overland Trails Collection at the California State Library in Sacramento, California. Please complete and sign the form appropriate for the material being donated and include it with the material when delivered. Normally, individual itemization will be desired, especially where a tax deduction is contemplated and/or where significant values are involved. An alternative, if itemization is not important, is to record the number of items in total, described broadly.

The donor may also send a "proposed" inventory to the Collection to permit the Collection to designate items of interest, leaving the donor free to make other dispositions.

Before completing your donation form, you are invited to write, telephone, or Email Gary Kurutz, Principal Librarian of the Special Collection Branch at the California State Library, or Chapter Library Committee members, to discuss your contemplated donation and obtain answers to your questions.

When the inventory is completed and the donation is in process, the Library will provide a Deed of Gift which, on closing, will become a receipt. The Deed of Gift transfers all ownership rights to the Library and calls attention to the possibility of sale of donated items for credit to the Collection Acquisition Fund. This fund will be important to the growth of the Collection.

CONTACTS:

Tom Hunt	(707) 442-1829	None
Don Buck	(408) 739-8521	trailbuck@gmail.com
Dick Brock	(916) 424-2429	dicbee@sbcglobal.net
Gary Kurutz	(916) 653-0101	gkurutz@library.ca.gov

DEED OF GIFT
TO THE OCTA WESTERN OVERLAND TRAILS COLLECTION
SPECIAL COLLECTIONS BRANCH OF THE CALIFORNIA STATE LIBRARY

NAME OF DONOR(S):

ADDRESS:

TELEPHONE: _____

Signature of donor(s) turning over all title and property rights to the donated document(s), as described in the attached Inventory List(s) to the Special Collections Branch of the California State Library in Sacramento, California, for public use. Donations held as community property or in joint tenancy should provide both signatures.

(Signature): _____ (Date) _____

(Signature): _____ (Date) _____

CALIFORNIA STATE LIBRARY SPECIAL COLLECTIONS BRANCH

The Special Collections Branch of the California State Library hereby accepts the donation(s) referred to above to be included in the OCTA Western Overland Trails Collection for public use or to be sold for credit to the Western Overland Trails Collection Acquisition Fund.

(Signature): _____

(Date) _____

INVENTORY LIST -- PUBLISHED BOOKS

Date: _____

DONOR:

Name Address Phone

AUTHOR¹

TITLE

DATE

COMMENTS²

1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____
14	_____	_____	_____	_____
15	_____	_____	_____	_____
16	_____	_____	_____	_____
17	_____	_____	_____	_____
18	_____	_____	_____	_____
19	_____	_____	_____	_____
20	_____	_____	_____	_____

[Use additional pages if needed]

- Key:
1. Alphabetical listing if possible
 2. Hard or soft cover, condition, etc.

[Donor Signature]

INVENTORY LIST -- GRAPHIC MATERIALS

Date: _____

DONOR:

	Name	Address	Phone		
	ARTIST	SUBJECT	DATE ¹	FORM ²	SOURCE ³
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____

- KEY:
- 1. Date: Date of Item.
 - 2. Form: Oil, Water Color, Drawing, Print, Etching, Litho, etc. Framed?
 - 3. Souce: Where the original is located.

[Donor Signature]

INVENTORY LIST -- MAPS

Date: _____

DONOR:

_____	_____	_____	_____	_____
Name	Address	Phone		
Name of Map	Date ¹	Form ²	Source ³	Cartographer

1 _____

Comments: _____

2 _____

Comments: _____

3 _____

Comments: _____

4 _____

Comments: _____

5 _____

Comments: _____

- KEY:
- 1. DATE: Year map was created.
 - 2. FORM: Original or copy?
 - 3. SOURCE: If a copy, where is the original located?

[Donor Signature]

INVENTORY LIST -- PERIODICALS

Date: _____

DONOR:

Name Address Phone

Name of Periodical

Date¹

Comment

1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____
9	_____	_____	_____
10	_____	_____	_____

KEY: 1. Date: Month and year of publication.
2. Comment: Microfilm; bound. etc? Any other comments

[Donor Signature]