

**PUBLIC LIBRARY OF NASHVILLE AND DAVIDSON COUNTY
REVIEW AGREEMENT**

This agreement places the items listed below with the _____ Branch/Division of the Nashville Public Library for review by the _____ Gifts Review Committee. These items will be reviewed within 90 days from date of receipt for the following (please check appropriate action):

- ☐ Permanent retention of the original items
☐ Permanent retention of copies made from the original items

During the time that these items are under review they will be afforded all reasonable protection and care. If these items are placed permanently in the _____ Branch/Division Collection, they will be made available for research or use, after processing by staff. Manuscript material copies may be made for researchers. If materials are accepted for permanent retention a Donor Agreement will be sent to the owner. Materials not recommended for permanent retention in their original form will be:

- ☐ Returned to owner
☐ Disposed of at the discretion of _____ Division,
Gift Review Committee

Materials left for review for over one year from the date received, and following an attempt to contact the owner, will be considered the property of the Nashville Public Library and will be disposed of at the discretion of the Division Review Committee.

Description of Items: _____

Owner/Depositor: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature of Owner/Depositor: _____

Received for the _____ Branch/Division
by: _____

Date: _____

Review Committee Recommendation

- ☐ Retain. Complete Conservation Survey Form.
- ☐ Retain. Conservation Survey Form not required.
- ☐ Return to Owner/Depositor.

Released to: _____ Date: _____

(NRGiftreview) (08/02)