



501 Whitaker Street ■ Savannah, GA 31401 ■ Tel 912-651-2125 ■ Fax 912-651-2831 ■ www.georgiahistory.com

### Memorandum of Deposit

The Georgia Historical Society (GHS) accepts on deposit the materials described below subject to the following conditions:

- The materials remain the property of the owner. Withdrawal of the materials from the GHS requires a written request 5 business days prior to date of removal. Temporary withdrawal of materials requires 72 hours written notice.
- The materials are accessible to the owner at any time during regular library operating hours on a first come, first served basis. Appointments are suggested.
- The materials will be available for research and study by GHS patrons only after the entire collection is processed. Processing deposit collections cannot be a priority for the GHS staff or its volunteers, therefore records may not be available to researchers due to processing backlogs. Collections gifted to the GHS maintain a higher priority in staff workflow than deposited material. Once processed, collections will be cited in works of research and/or exhibit as "Collection Name, Georgia Historical Society, Savannah, Georgia."
- The materials will be accorded the same care and safeguards as GHS holdings; however, the GHS assumes no responsibility in case of their loss or damage by theft, fire, or otherwise. Also, in the event of a disaster in which the GHS staff must implement the GHS disaster plan, priority for deposit collection protection and recovery is secondary to those collections owned by the GHS.
- Should the GHS 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its obligation with reference to these materials, the owner will be notified in writing that the materials must be withdrawn within thirty days. If not so withdrawn, the materials shall become the absolute property of the GHS.
- An annual deposit fee of \_\_\_\_\_ per cubic foot will be assessed to the depositor to offset expenses associated with the storage, care, security, library staff time, and administration of these materials. Supplies and staff time above and beyond normal care will be billed accordingly. The GHS reserves the right to modify this deposit fee on an annual basis as needed. New materials acquired and added to deposit require a revised agreement and additional fees.

Description of Materials for Deposit:

I accept the conditions stated in this memo and affirm that I own the materials listed above and wish to deposit these materials with the GHS. This deposit agreement will be eligible for annual renewal.

Depositor Name (please print): \_\_\_\_\_

Signature:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

The Georgia Historical Society hereby accepts the property described in this document under the conditions specified above.

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Georgia Historical Society Signature /Title

Date