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)