



Warren County Genealogical Society

406 Justice Drive
Lebanon, OH 45036



Donation Policy

The Warren County Genealogical Society (WCGS), a chapter of the Ohio Genealogical Society appreciates the donation of materials that have genealogical content. Past donations have greatly contributed to our resource library.

Time Donation

The Warren County Genealogical Society is a non-profit, volunteer based organization. To be successful we are dependent on volunteer's time and expertise. The following are ways to donate time to make our organization successful:

- Serve as an officer, board or committee member
- Give a presentation
- Submit an article to Heir Lines
- Help with one of our projects
- Work as a volunteer in our resource library

Genealogical Materials Donation

Family genealogies or histories related to Warren County or its residents, county histories, biographical sketches of residents, indexes, abstracts or transcriptions of vital records, newspapers, probate records or cemeteries are greatly desired. CD's or DVD's will be accepted if they are not available in any other format. Microfilms of genealogical data will also be accepted. We will also accept family group records, pedigree, copies of the pages from bible records, and photos of local residents.

Upon receipt, the library committee will review the donated material and make a decision regarding retention. A letter of thanks will be sent to the donor or their heirs if gifts of the estate, and the material will become the property of the Warren County Genealogical Society. Please include a signed donor form along with any submission.

Due to limited space, not all donations can be added to our collection. Donors are encouraged to submit items in bound format. Please organize records before submission. Duplicate items may be retained if they are in better condition than what is currently in use. Items not being retained will NOT be returned unless previous arrangements have been made. Please indicate on the form your wishes regarding items not being retained. If nothing is noted, it will be the decision of the library committee how the materials will be handled. WCGS reserves the right to withdraw donations from our Library collection if they become obsolete or can be replaced by newer editions.



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Monetary Donation

Monetary donations help our society remain active and productive. This type of donation is placed in our general fund unless otherwise specified and can be used for a variety of things ranging from purchasing or publishing new books to purchasing new equipment or software to be used in our library.

The Warren County Genealogical Society is a 501 3 (c) tax exempt organization and all donations are tax deductible. If you wish to specify a particular purpose for donation, please contact us for more information.



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Materials Donation Permission

I/We (donor) _____ hereby give to the Warren County Genealogical Society Library, as a part of its collection, the books, records, and property more particularly described below and on any attached schedule, which were transferred to the Warren County Genealogical Society (WCGS) on _____.

(Description)

(Please initial each section)

Property Rights. Upon transfer to WCGS, the above described property is granted irrevocably and absolutely to the Warren County Genealogical Society. Described property will be for shelf use only by patrons using our resource center unless otherwise specified. The donor understands that patrons and members will be able to print out hard copies of parts of this material in accordance with copyright laws.

Electronic Rights. Upon transfer to WCGS, the Society reserves the right to use any above noted manuscript materials on the WCGS web site or in any electronic publication. The donor understands that web patrons will be able to print out hard copy portions of this material in accordance with copyright laws.

Copyrights. Any copyrights the donor may possess in any above noted manuscript materials are hereby granted to the Society.

I/We agree that any materials described above donated to WCGS found to include printed or other materials deemed inappropriate for permanent retention may be disposed of by WCGS in accordance with its selection policies unless otherwise stated.

Please return materials that will not be retained.

Printed Name: _____

Signature: _____ Date: _____

Address: _____

City / State / Zip: _____ Phone: _____

Email: _____

Library Manager, Warren County Genealogical Society

Date

Warren County Genealogical Society, 406 Justice Dr., Lebanon, OH 45036

Phone: 513 695 1144

Email: wcds@co.warren.oh.us



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Electronic Donation Permission

I/We (donor) _____ hereby give to the Warren County Genealogical Society (WCGS), as a part of its collection, permission share the below described computer media with our patrons and members in various electronic formats.

(Title & Description of media)

(Initials or check marks in any or all of the categories will grant WCGS the following options)

The donor retains all rights to content, but permits the Warren County Genealogical Society use of this material on its public library resource center computers. The donor understands that patrons and members will be able to print out hard copies of parts of this material in accordance with copyright laws. The donor also understands that the Warren County Genealogical Society will make protective backup copies of this media as they see fit.

This material may be placed on the Warren County Genealogical Society website. The donor understands that web patrons will be able to print out hard copy portions of this material in accordance with copyright laws. The donor also understands that the Warren County Genealogical Society will make backup copies of this media.

This material may be added to a CD / DVD, or future storage media, which may be offered for sale in the future. However, the Warren County Genealogical Society in no way guarantees that the donor's submitted materials will be used in this manner.

Please return materials that will not be retained.

Printed Name: _____

Signature: _____ Date: _____

Address: _____

City / State / Zip: _____ Phone: _____

Email: _____

Library Manager, Warren County Genealogical Society

Date

Warren County Genealogical Society, 406 Justice Dr., Lebanon, OH 45036

Phone: 513 695 1144

Email: wcs@co.warren.oh.us