



LIVINGSTON COUNTY HISTORIAN'S OFFICE  
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## DIGITAL DONATION WITH SCANNING SERVICES FORM

Donor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Item(s):

Items to Be Excluded, If Applicable:

Temporary Custody Period for Project: \_\_\_\_\_

File Format Output: *TIFF and/or PDF or PDF/A* Special Format Request: \_\_\_\_\_

Method of Digital File Transfer: \_\_\_\_\_

**Scanning Services Agreement:** By signing below, the Livingston County Historian's Office agrees to securely house the above-described item(s) during the temporary custody period and create, at no charge to the Donor, high-quality digital copy(ies) of said item(s). The County Historian reserves the right to determine eligibility of items to be scanned based on condition, prevalence, and historical value. Digital file format(s) will adhere to archives standards unless otherwise decided upon by Donor and County Historian and noted herein. Upon completion of the project by the Livingston County Historian's Office, a digital copy of all scanned materials will be made available to Donor, and original materials will be returned to Donor, pursuant to temporary custody period, unless otherwise arranged.

**Donation Agreement:** By signing below, I hereby donate the above-described item(s) to the Livingston County Historian's Office. I certify that I own said item(s) and have the legal right to make this donation. As the owner/agent with full authority, desiring to absolutely transfer full title of the item(s) by signing below, I hereby give, assign, and convey, finally and completely, without any limitation, condition, or reservation, the item(s) described above to the Livingston County Historian's Office and its assigns, permanently and forever, together with (when applicable) any copyrights therein and the right to hereafter copyright the same. I fully understand that I will not receive compensation in connection with my donation.

I hereby release and discharge the Livingston County Historian's Office, its agents and employees from any and all claims, liabilities, demands, causes of action, damages, costs and/or expenses of any nature whatsoever arising out of any loss, theft, or damage to the above-described original item(s) during the temporary custody period.

Signed: \_\_\_\_\_  
Donor

Signed: \_\_\_\_\_  
County Historian