College of the Atlantic Archives and Special Collections
Deed of Gift

This Deed of Gift is a formal, legal agreement that transfers ownership of and legal rights to, the materials to be donated from the donor to the College of the Atlantic’s Archives and Special Collections. The Deed of Gift form constitutes the transfer of title and serves to define the terms of the transfer.

I (we), ________________________ unconditionally donate and convey to the College of the Atlantic Archives and Special Collections, all rights, titles, and interests that I possess in item(s) described in this deed to be used preserved, cataloged, stored, and made available to all persons according to Archives policies and procedures. Restrictions may be specified below.

Title and Description of Materials

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Restrictions, if any

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Copyright

☐ You hold ALL copyright ownership of the materials (you are the original creator or legally acquired the copyrights)
  ☐ Retain copyrights
  ☐ Unconditionally convey all copyrights to the College

☐ You hold SOME of the copyright ownership of the materials (donation is a mixture of your own work and others)
  ☐ Retain copyrights of your own work
  ☐ Unconditionally convey all copyrights of your own work to the College

☐ You hold NONE of the copyright ownership of the materials

Deaccessioning of Materials
In order to make the most efficient use of resources, the Archives reserves the right to determine the deaccession of donated materials. This may include sale, donation, transfer to another academic institution, or destruction.

☐ Allow the Archives to dispose of materials at their discretion
☐ Return to donor or donor’s estate:

Name: ____________________________________________________

Address: _________________________________________________________

Phone: (     ) ___________________ Email: _____________________________

I (we) represent and warrant that I am the sole owner of the materials described above and that I have the full right, power and authority to give the materials to the College of the Atlantic Archives. I have received an explanation of all terms and conditions of this Deed of Gift and agree to them. I acknowledge the information I have provided is accurate.

Donor Name: _________________________________________________________

Address: _____________________________________________________________

Phone: (     ) ___________________ Email: _____________________________

__________________________________________________________
Donor Signature Date

__________________________________________________________
Archivist Signature Date