

**SPECIAL COLLECTIONS
Deed of Gift Form**

I, _____, hereby donate the materials described below to Albion College for inclusion in Albion College Special Collections. As sole owner of these materials, I donate physical ownership of them to Albion College, which shall occur upon delivery to the College. However, the donor, his/her heirs, and his/her estate shall retain title to such literary property rights (copyright) as he/she may possess unless otherwise stipulated below.

Description of Gift (Office Use Only)

Total Number of Boxes/Items _____ Inclusive Dates _____ Inventory Attached? Yes or No

Condition _____

Subject Matter _____

Arrangement

____ Alphabetical ____ Numerical ____ Chronological ____ Topical

Physical Formats

____ Correspondence	____ Microfilm	____ Photographs
____ Reports	____ Institutional Records	____ Books
____ Memorabilia	____ Research Materials	____ Studies
____ Publications	____ Conference Materials	____ Slides
____ Film	____ Sound Recordings	____ Video Recordings

Copyright

I do not control copyright for any of the donated materials. To the best of my knowledge, the copyright is controlled by:

Name _____

Address _____

Phone No. _____

If you wish to transfer, convey, and assign to Albion College, on behalf of Special Collections, any copyright which you control in the above-named materials, subject to the limitations, if any, stated below, please initial here _____

If you do not wish to transfer copyright, but give permission for the library to make copies for users of the materials, please initial here _____

Limitations (if any):

Special Collections Responsibilities

The materials shall be preserved, organized, and made available for research in accordance with Albion College Special Collections access and use policies. At any time hereafter, the donor shall be permitted to examine any of the materials upon making an appointment with the College Archivist.

Albion College is authorized to display any donated materials in non-profit exhibitions both on and off campus. Materials may be used to illustrate exhibition catalogs and College publications.

Albion College is authorized to dispose of any duplicate or inappropriate material in the collection that it determines has no permanent value or historical interest. The College is also authorized to sell, trade or dispose of any material in the collection that does not fit the collecting parameters of the Special Collections unit. If so desired, such materials as specified will be returned to the Donor.

Additions to the Collection

In the event that the Donor may hereafter donate additional materials to Albion College, such gifts will be governed by the terms and conditions stated above. A description of the additional materials so donated shall be prepared and attached hereto.

Tax Deduction Information

Appraised Value *(If the Donor has had the gift appraised)* _____
**Please attach a copy of the independent appraisal if available*

If you do not intend to take a tax deduction, please initial here _____

Acceptance of Terms & Conditions

Donor

I represent and warrant that I am the sole owner of the materials described above and that I have full right, power and authority to give the materials mentioned above to Albion College. I have received a copy of this **Deed of Gift** and agree to all terms and conditions as stated, indicated by my signature below.

If applicable, I understand the sections on copyright and acknowledge that the information I have provided is accurate.

Signature _____
Date _____
Address _____
Telephone _____

Albion College Representative

The Special Collections unit, on behalf of Albion College, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Signature _____
Date _____