



Blake Library Special Collections

Deed of Gift

Date: _____

Donor: _____

Relation to creator/collector of materials: _____

Title/description of materials donated:

Extent of materials donated:

Transfer of Ownership

I/we _____, as the sole and absolute owner(s) of the materials described here, do hereby transfer my/our ownership of said materials to the Blake Library Special Collections.

Transfer of Copyright

I/we _____ transfer all copyrights to the materials described here to the Blake Library Special Collections as allowed by law under Federal copyright laws and Title 17 of the United States Code. Blake Library Special Collections reserves the right to transfer to a third party the right to quotations or publications of said materials.

Restrictions:

- No restrictions required on the materials donated
- Restrictions apply to the materials donated:

Materials restricted: _____

The donated materials include the following:

- Student records
- Tax records
- Medical records
- Legal case files relating to other parties
- Government records with state or federal restrictions

Length of restriction: _____

Separation of Materials

Blake Library Special Collection retains the right to remove any materials from the collection that do not support the collecting policy of the department or may duplicate other materials within the department. In addition, some materials may be separated to be cataloged separately from the collection (such as books and other printed materials); in this instance, a note on their donation will be made in the catalog record. Should materials be separated, please mark whether these materials should be returned to the donor or disposed of by the department.

- Return separated materials to the donor
- Department may dispose of separated materials

Signature of Donor

Name of donor (please print)

Date

Telephone/email address

Address

Blake Library Special Collections hereby accepts the donated materials listed in this document under the specified conditions of this deed of gift.

Signature

Date

Title