



## Deed of Gift Form

I, \_\_\_\_\_, hereby donate the materials described below to Albion College for inclusion in the collections of the Albion College Archives and Special Collections. As sole owner of these materials, I donate full ownership to Albion College, which shall occur upon delivery of the materials to the College.

### Responsibilities of the Stockwell-Mudd Library – Archives and Special Collections

These materials shall be maintained in accordance with standard archival practice and made available through the Albion College Archives and Special Collections. The material shall be open for unrestricted use for all qualified researchers subject to the rules of the Archives and Special Collections. Some or all of the material may be reformatted and made publically available through a digital repository.

Albion College is authorized to dispose of any duplicate or inappropriate material in the collection that it determines has no relevance to the curriculum and research of the students and faculty of Albion College. Albion College is also authorized to sell, trade or dispose of any material in the collection that does not fit the collecting parameters of the Stockwell-Mudd Library.

### Copyright Transfer (if applicable)

I represent and warrant that I control copyright of the donated materials: \_\_\_\_\_

To assign copyright to Albion College, please initial here: \_\_\_\_\_

*\*If the donor would like to retain copyright, please specify when copyright will be transferred to the college:*

\_\_\_\_\_

### 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 \_\_\_\_\_



## Description of Material

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Description	Dates	Notes

## Acceptance of Terms & Conditions

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### 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 agree that this deed of gift will apply to all future donations by the Donor. It is understood that this gift is outright and unconditional unless otherwise noted on this gift agreement. I have received a copy of this **Deed of Gift** and agree to all terms and conditions as stated, indicated by my signature below.

Nature of donor's right to material (e.g., owner, heir, trustee, executor): \_\_\_\_\_

I understand and acknowledge that the information I have provided above is accurate.

Signature \_\_\_\_\_  
 Date \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

### *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 \_\_\_\_\_