

Deed of Gift/Donation Form

The Evergreen State College Archives and Special Collections

Donor information

Name(s) of donor(s): _____

Address: _____

Phone: _____ Email: _____

Copyright and permissions (select one)

- All copyrights held by me are transferred to The Evergreen State College.
- All copyrights held by me are retained, and I grant The Evergreen State College a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant The Evergreen State College non-exclusive rights to authorize the reproduction and publication of these materials for educational uses.
- All copyrights held by me are retained, and I grant The Evergreen State College a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.
- I retain all copyrights held by me.

Separations (select one)

Items not retained during the initial processing or future reappraisal should be:

- Discarded
- Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, The Evergreen State College Archives and Special Collections may dispose of the items.

Transfer

I hereby give legal and physical ownership of the item(s) listed to The Evergreen State College Archives and Special Collections. This deed will apply to any additions given at later dates, unless otherwise noted. (*Attach listing if more space is needed*)

Donor's signature: _____

Date: _____

Accepted into The Evergreen State College Archives & Special Collections by: _____

Donation Guidelines

The mission of The Evergreen State College Archives and Special Collections is to collect, describe, preserve, and make available enduring records of the college and college community, as well as primary source materials with enduring historical value for the study, teaching and research needs of Evergreen students, faculty and staff.

Special Collections and Archives welcomes gifts of books and archival materials that fall within the scope of its collecting activities, that will enhance the strengths of its collections, and that support Evergreen students and faculty in the curriculum. Gifts of materials are accepted with the understanding that, once received, they are owned by The Evergreen State College. Special Collections and Archives reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition.

Materials with restrictions on access or use will generally not be accepted; in some cases, materials of great research value with clearly stated restrictions of limited duration will be considered. Photocopies or scans of manuscript or other original materials are generally not accepted. Individual leaves offered from multi-leaved manuscripts will be reviewed carefully and decisions made on a case-by-case basis.

Special Collections and Archives reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s).

Special Collections and Archives is unable to collect items where resources do not allow us to meet the collection's space requirements or preservation needs.