

Deed of Gift

1. Donor Information

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

2. Description of Materials Donated (*attach additional sheet(s) or supply an electronic inventory if necessary*):

3. Transfer of Ownership and Transfer of Copyright

I/We understand that upon signing the *Deed of Gift*, the materials described above become the legal property of Grand Valley State University.

I/We choose the following copyrights to be transferred to Grand Valley State University. Retaining copyright does not exclude Grand Valley's use of the materials for all purposes and in all formats for the purposes of preservation, access, and promotion of the collection. (*Initial on the line next to A, B, or C*):

_____ A.) Any and all copyrights held by the Donor are transferred to Grand Valley State University.

_____ B.) Any and all copyrights held by the Donor are transferred to Grand Valley State University, except for:

_____ C.) The Donor shall retain copyrights, but conveys the following rights to Grand Valley State University:

4. Access to the Materials

I/We understand that researcher access to the materials is governed by departmental policies and procedures, including:

- Materials held by Special Collections & University Archives are held in secure storage and are only used under supervision or via department-approved digital platforms.
- Materials will be open for research use and may be used by Grand Valley State University in physical and digital exhibits, to promote programs and services, and teaching
- Materials may be reproduced, in limited quantities, and provided to researchers for future reference; or may be digitized, reproduced, or reformatted for preservation and access.
- Sensitive materials I/we identify at the time of donation, or that are discovered by Special Collections & Archives staff during processing, may be restricted to protect my/our privacy or that of others for a limited and clearly stated period of time.

Exceptions or limitations to access are noted here: _____

5. Separations

Items not retained during the initial processing or future reappraisal by Grand Valley State University Special Collections & University Archives shall be (*initial on the line next to A, B, or C*):

_____ A.) Discarded

_____ B.) Returned to me or my designee (*please provide name and contact information of designee*): _____

_____ C.) Other (*please describe*): _____

Special Collections & University Archives
Grand Valley State University
1 Campus Drive
Allendale, MI 49401



Deed of Gift

Thank you for the donation of your materials.

In certain circumstances, it may be possible for a donor to have a tax deduction for the donation of a manuscript collection to a repository. Donors are encouraged to speak with their tax accountants or attorneys about this possibility.

Special Collections & University Archives staff cannot give tax advice, nor are they permitted to appraise the monetary value of a collection. A list of local manuscript appraisers who can (for a fee) make monetary appraisals may be provided to the donor. It is up to the donor to arrange for and bear the cost of any such appraisal, although we will make the collection available to an appraiser hired by the donor.

Preparing collections for use by researchers is the most expensive part of the process. Donors who are able to assist by giving funds toward the arrangement, cataloging, and conservation of their donations of materials are encouraged to do so, and Grand Valley State University will provide you with a tax receipt.

I/We have read the terms of this deed and have absolute authority to donate this property.

Printed Name: _____ Signature: _____ Date: _____

Accepted on behalf of the Special Collections & University Archives:

Printed Name: _____ Signature: _____ Date: _____

Accession # and/or assigned identifier #: _____

Explanation of Deed of Gift

The purpose of the *Deed of Gift* is to document the transfer of materials, in all analog and digital formats, from donors to Grand Valley State University, to be housed and cared for in the University Libraries' Special Collections & University Archives. The terms of the *Deed of Gift* assist Special Collections & University Archives in determining your wishes as a donor. Completing each section of the *Deed of Gift* form provides us with the following information:

- 1) **Name and contact information.**
- 2) **A brief description of the material that you have given.** This portion of the Deed of Gift form is usually filled out in consultation with Grand Valley State University's Special Collections & University Archives staff. Please do not rearrange or edit paper or digital files without discussing such changes with us. It is preferable for the original organization of materials to be maintained. An inventory of the materials (preferably formatted in an Excel spreadsheet) can be sent as an addendum. If there are sensitive personal or financial details in the materials, please address this in section 4 (Access to the Collections).
- 3) **Your decision regarding the assignment of copyright to Grand Valley State University's Special Collections & University Archives.** Under law, any items that you or your ancestors have written are your literary property. If a researcher uses materials held by the Special Collections & University Archives and wishes to include a quote or image, etc., from your collection in a publication, he/she must first ask your permission if you are the holder of copyright. For many researchers, this procedure is a time-consuming one. As time goes on, a particular problem arises in determining the current heirs holding the copyright to materials donated years before. In order to facilitate the process of research, we ask that donors assign the copyright to Grand Valley State University to save donors the time and effort of responding to requests. Donors cannot assign copyright for third party items. Retaining copyright does not exclude Grand Valley's use of the materials for all purposes and in all formats for the purpose of promoting the collection.
- 4) **Your decisions regarding access.** We strive to make all of our collections open and available for research use. At the same time, we recognize that it might be appropriate that some items be closed to research use for a specified period of time. We ask that you make known your decisions in this regard. Special Collections & University Archives staff will be glad to advise you about the types of restrictions we can administer. By signing the *Deed of Gift* form agreement, we also ask that you permit us to make reproductions of the materials that are open for research use.
- 5) **Your decision regarding unwanted material.** Not every item in a collection may be of sufficient historical value to warrant the cost of permanent retention. Because of our limited space and the increasing size of historical collections, Special Collections & University Archives staff must review the contents of each collection to determine what material is of a truly substantive nature and what items are routine and duplicative. We may also make reformatting decisions to reproduce information stored on a deteriorating medium and discard the original. Such redundant or unusable material is then separated from the material being retained. Special Collections & University Archives staff may also choose to remove, restrict, or redact some personally identifiable information for any materials that are permanently retained. We ask that you give us direction to **a)** dispose of materials at our discretion, **b)** designate a person to return unwanted materials to, or **c)** give other specific instructions as to the separated materials' disposition. Should you choose to have separated materials returned to you or a designee, Special Collections & University Archives will attempt to contact you/them at the contact information provided. Should you or your designee's contact information change, it is up to you/them to update us in writing with current contact information. Additionally, if collection priorities should change in the future, Grand Valley State University's Special Collections & University Archives will make every effort to locate a suitable archival repository to accept your collection; should that not be possible, we will be guided in the disposition of your collection by your wishes documented in this section.