

## Deed of Gift

I, \_\_\_\_\_, being the sole and absolute owner of the materials described below, do hereby give, transfer, and deliver all right, title, and interest, including all copyright, literary and property rights, in and to these materials as far as I hold them, as an unrestricted gift without limitation, except as specified below, to the College of Charleston the following (attach additional pages as needed):

In witness whereof, I have signed this Deed of Gift on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Donor, Organization, or Authorized agent and position title if applicable)

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

### **Responsibilities of Special Collections**

Special Collections shall have ownership of materials upon receipt, will provide a suitable repository for materials and will house and maintain the same in good order according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. In addition, Special Collections will catalog the materials and prepare finding aids to provide ease of access to materials.

\_\_\_\_\_  
(Signature of agent for Special Collections and position title)

Accepted and received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### **Access and Use**

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. Please choose an option below:

Unrestricted

At time of receipt donor transfers both property rights and all copyrights they may own in unrestricted materials to Special Collections. Special Collections will permit free public access to, duplication of, quotation from, and publication of these unrestricted materials. Additionally, donated materials may be selected for digitization and made freely accessible online.

Restricted

Donor should clearly indicate type of restriction or restrictions and material or materials to be restricted, with an end date, in the space provided below. For example, "Diaries closed to all users until January 1, 2027." A separate sheet can be attached if necessary.

Restrictions or exceptions:

### **Disposition**

In some instances, a donation may contain material not appropriate for Special Collections to retain. Special Collections will return to the donor, dispose of, or transfer any materials that are determined to have insufficient historical value, items that are routine and duplicative, or items that Special Collections cannot adequately house. If no restriction or condition is chosen below, Special Collections will use its discretion in disposing of unwanted materials. Please choose an option below:

Discard

Return to Donor

If the Donor does not accept such materials within **90** days of being notified, Special Collections will use its discretion in disposing of unwanted materials.

Other:

### **Recognition**

For public identification of gift, please choose an option below:

Donor wishes to be publicly acknowledged as the donor of this gift as follows:

Donor prefers that this gift be acknowledged as "Anonymous gift."