Amelia V. Gallucci-Cirio Library  
University Archives and Special Collections

Deed of Gift

I (we), ____________________________, being the sole and absolute owner(s) of the following material, do hereby give, transfer, and deliver all rights, title, and interest in and to these materials to Fitchburg State University to be housed in the Archives and Special Collections at the Amelia V. Gallucci-Cirio Library.

Description of Material (including types of materials, physical condition, size of collection, etc)

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Are you the creator of the materials?  ❑ Yes  ❑ No

If you are not the creator of the materials, or are acting on behalf of the creators, please indicate how you obtained the records and your relationship to the creator.

____________________________________
____________________________________

Conditions of Gift:

1. Intellectual Property and Copy Rights
   Please choose one option below or specify restrictions:

   ❑ The undersigned transfers and assigns literary and copy rights in the materials described above to Fitchburg State University, to the extent applicable, with the protection afforded by law under Federal copyright laws and Title 17 of the United States Code. The Archivist, on behalf of the University may exercise or transfer to a third party the right of quotation or publication.

   ❑ The undersigned will retain all or a portion of the intellectual property and copy rights (you are not authorized to transfer rights to the works of others found in the donated materials) for a specific period of time, please specify below and include the date upon which rights will be transferred to the repository.
2. Materials which have been appropriately processed will be made available to all qualified researchers on equal terms of access. Any restrictions on access requested by the donor for reasons of privacy or confidentiality must be noted specifically below and must have a date of termination. Materials may not be immediately available.

3. The donor(s) agrees that any items in the materials donated above which the University Archivist determines to be inappropriate for its collection may be disposed of at the discretion of the Fitchburg State University Archives and Special Collections according to standard practices unless otherwise specified below.

☐ There are no restrictions to this donation.
☐ The restrictions are as follows:

________________________________________________________

________________________________________________________

________________________________________________________

Restrictions end ________________
(date)

Transfer of Ownership:

Name (please print) ________________________________________

Donor Signature __________________________________________

Street Address ____________________________________________

Telephone ______________________________________________

City/State/Zip Code _________________________________________

Email address ____________________________________________

Date of Transfer of Ownership ______________________________

Date of Transfer of Materials ________________________________

On behalf of Fitchburg State University, the Archives and Special Collections hereby accepts the property described in this document under the conditions specified above.

________________________________________________________

Name ____________________________________________________

________________________________________________________

Title (Library Director or Special Collections Librarian)