

DEED OF GIFT

Name of Donor:

Date:

Address:

Telephone:

Email Address:

Description of Donation (name of collection, dates, weight, size and shape, age and cubic feet [monetary value (if known)]):

The donor hereby gives these materials and transfers legal title to the Archives and Manuscripts Department as an unrestricted gift. The donor also transfers to the Archives the copyright and literary property rights in these materials in so far as such rights are held by the donor, unless conditions are specifically stated as follows:

The gift described above is given to the John B. Cade Library-Archives and Manuscripts Department of Southern University to become part of the Special Collections with the understanding that:

- The Archives will store, preserve, protect, and provide access to the gift in accordance with standard archival practices.
- The Archives will organize, catalog, preserve, and create a finding aid to the gift in accordance with the archives practices.
- The Archives may appropriately dispose of materials that, after receipt, are deemed unsuitable to the collections.
- If, in the opinion of the Archivist and Metadata Librarian, materials should be preserved in a different physical form, such as microfilm or digital media, Archives and Manuscripts Department may perform the necessary processes and operations.
- Special Collections and Archives staff will strictly enforce any special terms and conditions included on this Deed of Gift.

Representation and Warranty The Donor represents and warrants that he/she is the sole owner of the gift and has full right, title, and interest to make the donation, and that no agreement, assignment, sale, or encumbrance has been or will be made or entered into which would conflict with this deed.

Assignments of Rights All rights to the materials given are cosigned by the donor to the Library, except for the following exclusions and special conditions:

Once delivered to the John B. Cade Library, the (specify name of collection) Collection becomes the property of the Archives & Manuscripts Department - John B. Cade Library – Southern University.

Terms / Conditions Governing Donations:

1. It is understood that all gifts are outright and unconditional unless otherwise noted upon this Deed of Gift or a written rider attached hereto.

2. Unless otherwise noted on this Deed of Gift the Donor agrees that there are no restrictions on access and use of the materials.

3. The Donor grants permission for the John B. Cade Library, Archives and Manuscripts Department to de-accession items as appropriate.

4. This Deed of Gift represents the entire agreement of the parties with regard to the matters set forth herein, and it may be amended only by written agreement accepted and signed by the Donor (or legal representative) and a designated representative of University Libraries.

5. It is understood that the donated materials may be reprinted in whole or in part in an academic publication, and may be used in whole or in part for exhibit display, electronic reproduction, and distribution via the Internet or by other means, as serves the University Libraries' educational mission.

6. The Donor on this form has not received any goods or services from the University or the John B. Cade Library in return for this gift.

7. The staff of the Archives and Manuscripts Department is not permitted to furnish appraisals.

8. Donor agrees that Donor's sole remedy for breach of this Deed of Gift shall be return of the donated items. Donor hereby agrees to release, indemnify, and hold harmless the John B. Cade Library, Southern University and A&M College and their agents, employees and trustees from any and all claims for damages or other relief that may arise from an alleged breach of this Deed of Gift or from the use of the donated materials or items.

9. The Donor acknowledges that this donation is made without restriction, including display, preservation, retention, or disposition of the property involved, either now or in the future.

The Donor hereby gives, donate, and convey to Southern University and A&M College or its agents for inclusion in the Archives and Manuscripts Department of the John B. Cade Library, the

Name of the collection

Signature of Donor:

Printed Name of Donor:

Signature of University Archivist/Librarian:

Printed Name of University Archivist/Librarian:

Signature of Dean of Libraries:

Printed Name of Dean of Libraries:

2016 AvP Date:

Date:

Date: