

Special Collections

GIFT AGREEMENT

1. Special Collections, Augustana College, gratefully acknowledges receipt from:

Name: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Email: _____

Of the following materials:

Relationship of donor to the materials (check all that apply):

- Donor is the primary or co-creator of the materials
- Materials were transferred to the donor from an estate
- Donor is a spouse or family member of the creator (please specify) _____
- Donor has collected these materials but has no legal relationship other than ownership
- Donor worked for/was involved in the organization in which these materials were created
- Other (please specify) _____

2. I/we agree to the following conditions governing access to the materials described above (please initial one option below). In addition, I/we agree that persons granted access to these materials may also make single copies in lieu of note taking, regardless of whether or not I/we have retained the copyright to the materials.

_____ I/we hereby transfer, give, grant, and assign to Augustana College Special Collections the materials described above (including all future additions I/we may make). In making this gift, it is my/our intent that researchers who meet requirements set forth by Augustana College Special Collections may have full access to these materials, and that final authority regarding whether to provide or allow reproductions, digitize materials for preservation or educational purposes, or to accept or deny any specific loan agreement or terms, rests with Augustana College Special Collections.

_____ I/we place the following access restriction on the materials described above, understanding that this restriction must have a date of termination:

Date of termination: _____

3. I/we agree to the following conditions governing use of the materials described above (please initial one option below):

_____ I/we would not like to be contacted about individual publication requests or requests related to commercial use of these materials. I/we agree to assign to Augustana College any copyright which I/we possess to the contents of letters, photographs, and other materials.

_____ I/we would like to be contacted about individual publication requests or requests related to commercial use of these materials. I/we or my/our representative will administer these rights and grant permission when these requests arise. Augustana College Special Collections should refer such requests to the following contact:

Name: _____
Address: _____
Phone: _____
Email: _____
Fax: _____

4. Special Collections will arrange, describe, catalog, preserve, and provide access to these materials in accordance with standard library and archival procedures, and it will provide a suitable depository for the materials. In the event that Special Collections locates duplicative materials within the collection or materials that are not of enduring research value, those items not retained by Special Collections shall be:

Discarded []
Returned to the donor []
Other (describe) []

Owner/Author/Executor or Administrator or Heirs/Representative (date)

Special Collections Staff (date)

EXPLANATION OF GIFT AGREEMENT

Attached is a copy of a gift agreement that Special Collections at Augustana College sends out to all donors of papers, records, books, or other materials. The purpose of the agreement is to assist the staff of Special Collections in determining your wishes as a donor. Section 1 of the agreement is essentially an acknowledgment of your gift to Special Collections. The agreement asks four questions:

1. What is the description of material that you have deposited? A brief, general description will suffice.
2. What are your wishes concerning 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 wishes in this regard. The Special Collections staff will be glad to advise you about the types of restrictions currently being used. By signing the agreement, we also ask that you permit us to make photocopies of the materials for research use. Our researchers find that ordering photocopies is a more efficient use of their time than the time-consuming activity of copying documents by hand.
3. What are your wishes regarding the assignment of copyright to Augustana College?
Under the law, any items that you or your ancestors have written are your literary property. If a researcher comes to Special Collections and wishes to quote from your writings, or those of your family, s/he must first ask your permission. For many of our researchers, this procedure is a time-consuming one. For our older collections, a particular problem arises in determining the current heirs holding the copyright to a manuscript. In order to facilitate the process of research, we ask donors to assign the copyright to Augustana College to save donors the time and effort of responding to future individual requests to quote from items in your collection.
4. What do you wish Special Collections to do with unwanted material?
Special Collections is interested in preserving an enduring record of your work and achievements, and when you donate materials to us, we agree to process, preserve, and provide access to these materials according to the most current archival standards. However, not every item in a collection is of sufficient historical value to warrant the cost of permanent retention. Because of our limited space and the increasing size of historical collections, the Special Collections Librarian must review the contents of each collection to determine what material is of truly substantive nature and what other items are routine and duplicative. This latter material is then separated from the material that is being retained by Special Collections. Through this agreement, we ask that you guide us in what we may do with material we choose to separate from your collection.

We appreciate your interest in Special Collections and ask that you take the time to fill out, sign, and return the gift agreement for our records.