

**Upper Iowa University
Archives**

Deed of Gift

Recommended Collection Name <i>Ex. John Smith Collection (name of person or organization to whom the documents belonged)</i>		Date
Name of Donor <i>The person who is donating the collection to the Archives</i>	Donor / Collection Relationship <i>Ex. Donating materials created by self, parent, friend</i>	
Address	Telephone	E-mail
<p>1. Transfer of Ownership:</p> <p>I (we), the undersigned, hereby</p> <ul style="list-style-type: none"> • irrevocably donate and convey to Upper Iowa University (the “University”), for the benefit of the University Archives (the “Archives”), all rights, title and interest that I possess in the materials described below (“Donated Materials”). • understand and agree that the location, retention, cataloging, preservation, and disposition of the Donated Materials by the University will be conducted at its discretion, in accordance with University policy and with applicable law. Common discretionary uses by the University include, but are not limited to, exhibition, display, digitization for preservation and access purposes, and making works available for research and scholarship at the Archives and online. • acknowledge that the University may dispose of any Donated Materials not selected for permanent retention. 		
<p>2. Brief Description of Donation:</p> 		
<p>3. Copyright</p> <p>Current copyright ownership and control To the best of my (our) knowledge, the donor controls copyrights in the Donated Materials of works created by the donor; the donor does not control copyright in any Donated Materials that were created by others.</p> <p>Additional Copyright Information. If the donor has acquired or assigned copyright in any donated materials, or if information about the copyright owner for specific works that are donated is known and is someone other than the donor. Include: name, contact information, titles & description of each specific work.</p>		

Transfer of copyright ownership:

I (we) irrevocably assign to the University any and all copyrights I (we) control in the Donated Materials.

I (we) acknowledge that some of the discretionary uses incidental to the Donated Materials' inclusion in the collections of the University (including, but not limited to, exhibition, display, and research access) may implicate copyrights. To the extent that such activities are not already permitted under statutory copyright exceptions such as fair use, I grant the University an irrevocable non-exclusive royalty-free worldwide perpetual license for all reasonable discretionary uses.

4. Disposition of papers not selected for permanent retention

Please select *only one* of the following options.

_____ The University may dispose of any Donated Materials not selected for permanent retention.
or

_____ If the University chooses not to permanently retain some of the Donated Materials which it accepts, then it shall offer to return such Donated Materials to the Contact Person; however, if the Contact Person does not accept such Donated Materials within 90 days, the University may dispose of them.

Signature of Donor:

I (we) represent and warrant that I am (we are) the sole owner(s) of the materials described above; that I (we) have full right, power, and authority to give the materials to the University; and that the information I (we) have provided is accurate. The terms of this Deed of Gift shall apply to all of the Donated Materials described on this document, in attached addenda, and on any subsequently delivered Donated Materials notwithstanding that some materials may be delivered before or after the date of this Deed of Gift.

Signed:(DONOR) _____ Date: _____

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Acceptance by University:

The University Archives hereby accepts this gift on behalf of Upper Iowa University with appreciation and agrees to the conditions stated in this Deed of Gift.

Name: _____ Title: _____ Date: _____