



Archives Deed of Gift

The signing of this form indicates that the donor accepts the following:

Gifts of materials are accepted with the understanding that, once received, they are owned by Athens State University Archives.

Donor Authority: You certify that you are authorized to donate these records to the Athens State University Archives.

Copyright: Any copyright which the donor possesses in this material passes to Athens State University giving the Archives the right to publish, reproduce, and reformat donated materials unless specifically requested.

Disposition: In the processing of your donation, Athens State University Archive will retain substantive materials and de-access those materials that are duplicative or outside of the collecting scope. These items will be offered to the original donor **if so requested at the time of donation**. These items must be retrieved within **60 days** of being notified, after which the Archivist will have the right to dispose of the items as it deems appropriate.

Please mark X if applicable:

I wish to be notified for retrieval if the Archive decides not to add items from this donation to their collection. I understand that I will be responsible for collecting the items from the archives within 60 days of notice.

With the signature below, I certify my understanding of this document and relinquish my donation and its ownership to the Athens State University Archives:

Donor Signature: _____

Date: _____

Archivist Signature: _____

Date: _____