

Deed of Gift/Donation Form

Reed College Special Collections and Archives

Donor information

Name(s) of donor(s): _____

Address: _____

Phone: _____ Email: _____

Copyright and permissions (select one)

- All copyrights held by me are transferred to Reed College.
- All copyrights held by me are retained, and I grant Reed College a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant Reed College non-exclusive rights to authorize the reproduction and publication of these materials for educational uses.
- All copyrights held by me are retained, and I grant Reed College a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.
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Separations (select one)

Items not retained during the initial processing or future reappraisal should be:

- Discarded
- Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, Reed College Special Collections and Archives may dispose of the items.

Transfer

I hereby give legal and physical ownership of the item(s) listed to Reed College. I have read and am in agreement with Reed College Special Collections and Archives' established practices as described in their Donation Guidelines. This deed will apply to any additions given at later dates, unless otherwise noted. *(Attach listing if more space is needed)*

Donor's signature: _____

Date: _____

Accepted into Reed College Special Collections and Archives by: _____

Donation Guidelines

The mission of Reed College Special Collections and Archives is to collect, describe, preserve, and make available enduring records of the college and college community, as well as primary source materials with enduring historical value for the study, teaching and research needs of Reed students, faculty and staff.

Special Collections and Archives welcomes gifts of books and archival materials that fall within the scope of its collecting activities, that will enhance the strengths of its collections, and that support Reed students and faculty in the curriculum. Gifts of materials are accepted with the understanding that, once received, they are owned by Reed College. Special Collections and Archives reserves the right to determine their retention, location, cataloging treatment and other considerations related to their use or disposition.

Materials with restrictions on access or use will generally not be accepted; in some cases, materials of great research value with clearly stated restrictions of limited duration will be considered. Photocopies or scans of manuscript or other original materials are generally not accepted. Individual leaves offered from multi-leaved manuscripts will be reviewed carefully and decisions made on a case-by-case basis.

Special Collections and Archives reserves the right to duplicate, digitize, and make copies for the purposes of preservation, regardless of the copyright status of the item(s).

Special Collections and Archives is unable to collect items where resources do not allow us to meet the collection's space requirements or preservation needs.