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|  Logo-2colorLttrhd.jpg**Special Collections & Archives** Goucher College Library1021 Dulaney Valley Road Baltimore, Maryland 21204P: 410-337-6347 www.goucher.edu/specialcollections |  |

**Deed of Gift**

I hereby give legal and physical ownership of the items described below to Goucher College for the Special Collections and Archives (SC&A). The property will be maintained within the SC&A, be preserved, and made accessible in accordance with the Goucher College Library's established policies and standard professional practice. I understand that the materials will be open for research use, may be used in physical or digital exhibits, and may be reproduced, digitized, and reformatted for preservation and access purposes.

**Donor or Legal Agent Information:**

**Name:**

**Address**:

**Phone number:** **Email**:

**Description of Gift:**

**Restrictions:**

**Intellectual Property (IP) and Permissions (select one)**

This section deals with the copyright, literary rights, artistic rights, or patents (collectively called Intellectual Property rights) that may be associated with the physical materials being donated.

* All IP rights held by me are transferred to the Goucher College Library.
* All IP rights held by me are retained, and I grant Goucher College a non-exclusive, world-wide, royalty-free, irrevocable license to reproduce, publish, provide access to, and otherwise use these materials for educational purposes.
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**Separations (select one)**

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

* Discarded
* Returned to me
* Other(please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature of Donor: Date:**

The gifts described above are accepted for the Goucher College Special Collections and Archives.

**Signature of Goucher College Library Staff Member: Date:**

Please contact Kristen Welzenbach, curator of special collections & archives, at 410-337-6360 or kristen.welzenbach@goucher.edu with any questions or concerns regarding this form.

**Conditions Governing Gifts**

* It is understood that all gifts are outright and unconditional unless otherwise noted upon this Deed of Gift or a written rider attached.
* Unless otherwise noted on this Deed of gift, or written rider attached, the Donor agrees that there are no restrictions on access and use of materials.
* This Deed of Gift represents the entire agreement of the parties with regard to the matters and may be amended only by written agreement accepted and signed by the Donor (or legal representative) and a representative of Goucher College Library.
* Gifts to the Goucher College Special Collections and Archives may be deductible in accordance with the provisions of federal tax laws.
* The Goucher College Library staff is not permitted to furnish appraisals.