



**College of the Atlantic Archives and Special Collections**  
**Deed of Gift**

**Donor Information**

Donor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Copyright and Permissions (select one)**

- All copyrights held by me are transferred to College of the Atlantic.
- All copyrights held by me are retained, and I grant College of the Atlantic a non-exclusive, worldwide, royalty-free, irrevocable license to these materials. I also grant College of the Atlantic 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 College of the Atlantic a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.
- I retain all copyrights held by me.

**Deaccessioning of Materials (select one)**

The Archives reserves the right to determine the retention of donated materials.

- Allow the Archives to dispose of materials at their discretion.
- Return to donor or donor's estate. If the donor or donor's estate cannot be located after a reasonable search, the items may be disposed of at the Archive's discretion.

**Transfer**

I unconditionally transfer to the College of the Atlantic, all rights, titles, and interests that I possess in item(s) described in this deed to be used preserved, cataloged, stored, and made available to all persons according to Archives policies and procedures. I acknowledge the information I have provided is accurate. This deed will apply to any additions given at later dates, unless otherwise noted.

Description (attach separate listing if more space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Archivist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accession Number: \_\_\_\_\_