



College of the Atlantic Archives and Special Collections
Deed of Gift

Donor Information

Donor Name: _____ Email: _____
Address: _____ Phone: _____

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)

Copyright (select one)

- ☐ All copyrights held by me are transferred to College of the Atlantic.
- ☐ All copyrights held by me are retained.

Permissions (select one)

- ☐ I grant College of the Atlantic a non-exclusive, worldwide, royalty-free, irrevocable license to these materials.
- ☐ 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.

Deaccession 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.

Donor Signature: _____ Date: _____
Archivist Signature: _____ Date: _____
Accession Number: _____