



## Deed of Gift

### Donor Information

Full Legal Name (for additional donors, add information at the end of the document):

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone:

Email:

### Collection Information

Name of the Collection:

Content description:

(attach additional documentation if needed)

If you do not own the collection or did not create the materials, what is your relationship to the creator? For information on copyright, visit the U.S. Copyright Office.

### Ownership of Copyright (initial on line for selection/s)

\_\_\_\_\_ I/we am/are the creator of the donated materials and hold the copyright for all of the materials.

\_\_\_\_\_ I/we are not the creators and do not own the copyright of this collection. I/we own the physical collection and can authorize this transaction. It is within my/our rights to donate these materials to Tennessee Technological University. To the best of my/our knowledge, copyright is held by:

**Tennessee Tech University Archives and Special Collections**

1100 Peachtree Ave., Box 5066, Cookeville, TN 35805 / [archives@tntech.edu](mailto:archives@tntech.edu)





**Intent to Transfer Copyright** (initial on line for selection/s)

\_\_\_\_\_ All copyrights held by me/us are transferred to Tennessee Technological University.

\_\_\_\_\_ I/we am/are transferring all copyrights held by me/us to Tennessee Technological University except I/we am/are retaining copyright of:

\_\_\_\_\_ I/we are retaining copyrights held by me/us, but grant Tennessee Technological University and Tennessee Technological University Archive users a non-exclusive, worldwide, royalty-free, irrevocable license to make Collection Name available to all interested researchers to publish, re-publish, broadcast, re-broadcast, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use with attribution.

**Collection Separations**

Items not retained during initial processing (out-of-scope or duplicates) or through future reappraisal by Tennessee Technological University shall be (initial on line for selection/s):

\_\_\_\_\_ Discarded or donated to another archives (if an appropriate repository is found)

\_\_\_\_\_ Returned to me/us or my/our heir/designee (please provide name and contact information). If after a reasonable attempt, I/we am/are not located or my/our heirs are not located, Tennessee Tech may deaccession the materials.

\_\_\_\_\_ Other (describe):

**Collection Access**

I/we understand that the submitted materials will be preserved and administered pursuant to library policies and procedures including:

1. Materials held by Special Collections and Archives are held in secure storage and are only used in the supervised reading room or via department-approved digital platforms.
2. Materials will be open for research use and may be used in in-person exhibits and digital exhibits, and may be reproduced, digitized, and reformatted for preservation and access.
3. Materials shall not leave the library except at the discretion of the Archivist or their designee.





4. Materials may be reproduced for preservation purposes and access, in limited quantities, for future reference and researchers regardless of copyright status.
5. Copyrighted materials put online will contain a notice regarding the status of the materials.
6. Patrons working onsite with the collection will receive notice regarding the copyright status of the materials.
7. Upon receipt of collection, materials will not be immediately processed and digitized. This occurs as professional time is available. This occurs faster when funding is made for this purpose.
8. Sensitive materials identified at the time of donation, or unearthed by Special Collections and Archives Staff while processing, may be restricted to protect my/our privacy or that of others for a limited and clearly stated period of time.

The following restrictions apply to this collection for this amount of time:

### **Donation/Transfer of Ownership**

I/we hereby donate the physical/digital collection outlined above to Tennessee Technological University according to the conditions and terms outlined in this document. I guarantee that I have good and marketable title to the physical components, if applicable and as indicated above, of this gift, that the gift is unencumbered, and that I am fully authorized to make this gift.

Tax law prohibits the recipient from providing a valuation on materials donated. This must be done by the donor if the donor wishes to take a tax deduction. This agreement also confirms that the Tennessee Tech University has not given anything of value to the donor as a result of this gift, so the value of the gift is not reduced for tax purposes.

If my/our donation to Tennessee Technological University includes only copies of the original materials (digital or photocopied) and I/we later donate these same materials to another institution, Tennessee Technological University can dispose of the materials held at its institution if it no longer deems the materials to be original resources.



I release and indemnify Tennessee Technological University, its employees, board members, agents and representatives; and the State of Tennessee, its employees, officials, agents and representatives from any and all claims or demands arising out of or in connection with the use of this gift, including but not limited to any claims for defamation, copyright violation, invasion of privacy or right of publicity.

This deed of gift becomes effective when signed by the donor.

Unless I indicate otherwise, my/our name/s may be released as the donor and creator of these materials.

I/we understand and agree to the terms and conditions outlined above:

Signature of donor and date)

(Signature of donor 2 and date)

Donor's name (printed)

Donor 2 name (printed)

**For Office use:**

Received/Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Tennessee Tech University Archives and Special Collections**

1100 Peachtree Ave., Box 5066, Cookeville, TN 35805 / [archives@tntech.edu](mailto:archives@tntech.edu)





**Designated Heir/Designee** (if required)

Name and contact information of heir/designee

Heir/designee full name:

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Heir/designee's street address:

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Heir/designee's City, State, and Zip Code:

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Heir/designee's phone/email:

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**Additional Donors** (continue to another page if necessary)

1. Full Legal Name (for additional donors add to end of the document):

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Full Legal Name (for additional donors add to end of the document):

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

