



Database Id: \_\_\_\_\_

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

## Thomaston-Upson Archives

### Deed of Gift Form

Donor(s) \_\_\_\_\_ Contact Number \_\_\_\_\_

Address \_\_\_\_\_

I/We, the undersigned, as the legal owner of said materials, do hereby irrevocably and unconditionally give, transfer, and assign physical custody to the Thomaston-Upson Archives by way of gift, all title, and interests in, to, and associated with the objects(s) described below:

#### Description/Inventory of gift(s)

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#### Conditions for Gift:

1. As per the Thomaston-Upson Archives Deaccession Policy, any materials not relevant to the collecting scope of the Archives will be removed from the holdings in an appropriate manner.
2. All materials unless explicitly indicated in this gift or restricted by privacy laws, will be open to the public for in-house research purposes. There is no guarantee of an immediate access date.
3. The Thomaston-Upson Archives will not conduct nor will we pay for a monetary appraisal of donated items; should the donor wish to do so for tax purposes, it is entirely their responsibility.
4. Physical ownership of materials does not equate to copyright ownership. If the donor would like to transfer copyright ownership to the Thomaston-Upson Archives, they must sign the intellectual rights transfer at the back of this form. (Copyright transfer is not mandatory for acceptance to the Archives)
5. The donor must read and agree to these conditions before the Thomaston-Upson Archives will accept aforementioned gift.

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

On behalf of the Thomaston-Upson Archives, the undersigned, as a qualified representative of the repository does hereby accept said gift of materials.

Authorized Representative of  
Thomaston-Upson Archives \_\_\_\_\_ Date \_\_\_\_\_

Please see the following page for Intellectual Rights Transfer

## **Intellectual Rights Transfer**

Donors will please note that if they do not wish to transfer Intellectual Rights to the Thomaston-Upson Archives there is a separate form which designates the copyright restrictions for the use/reproduction of gifted materials. A copy of said form will be provided in accompaniment with the collection's finding aid with donor's signature redacted.

I/We, the undersigned, as the legal copyright holder, do hereby irrevocably and unconditionally give, transfer, and assign to the Thomaston-Upson Archives by way of gift, all rights associated with the objects(s) described in the Deed of Gift Agreement.

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

Authorized Representative of  
Thomaston-Upson Archives \_\_\_\_\_ Date \_\_\_\_\_