

# Deed of Gift to the Colorado State University-Pueblo

University Archives and Special Collections

I, \_\_\_\_\_, hereby give, donate, and convey to the Colorado State University-Pueblo University Archives and Special Collections (UASC) the following materials described below. As sole owner of these materials, I convey title to and physical ownership of the materials to UASC, which transfer shall occur upon delivery to the university. Furthermore, I, my heirs, and my estate shall transfer copyright as I may possess unless otherwise stipulated below.

## Description of Gift

Total number of boxes/items \_\_\_\_\_ Inclusive Dates \_\_\_\_\_

Description of collection (subject matter, condition, formats)

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## University Archives and Special Collection Responsibilities

Only after an initial assessment of content, and a determination that the materials are suitable for addition to the archives, shall this deed of gift be executed.

The materials shall be preserved, organized, and made available for research in accordance with USAC access and use policies. At any time hereafter, the donor shall be permitted to examine any of the materials upon making an appointment with the University Archivist.

If USAC determines that the materials should be preserved in a different format, such as microfilm or digital media, USAC may perform the appropriate processes.

Colorado State University-Pueblo is authorized to display any donated materials in non-profit exhibitions both on and off campus. Materials may be used to illustrate University publications.

The Archives does not accept long-term loans. This is due to the fact that when an institution agrees to accept a donor's property as a loan, the institution is committing to house, care for, insure, describe and make available the documents with no guarantee that the lender or the lender's family will not ask for the materials back at a later date.

Please initial here \_\_\_\_\_.

## Separation of Materials

In the course of arranging and describing the materials donated, the archives will retain substantive materials of enduring historic value and separate out those materials that are duplicative or outside the collecting scope of the repository. Options include shredding out-of-scope materials, transferring them to another repository, or returning them directly to you.

I agree that any donated materials which are deemed out-of-scope or duplicative may be:

Shredded, please initial here \_\_\_\_\_.

Transferred to another repository, please initial here \_\_\_\_\_.

Returned to the Donor, please initial here \_\_\_\_\_.

**Copyright**

*Fill out this section if you hold copyright to the materials you are donating:*

\_\_\_\_\_ I wish to transfer, convey, and assign to Colorado State University-Pueblo, on behalf of UASC, any copyright which you control in the above-named materials, subject to the limitations, if any, stated below

\_\_\_\_\_ I do NOT wish to transfer copyright.

\_\_\_\_\_ I understand that under copyright law (Title 17, U.S. Code) 70 years after the death of the original copyright holder, donated materials pass into the public domain and no permissions are required for publication.

\_\_\_\_\_ I understand that under copyright law (Title 17, U.S. Code) the Archives is permitted to make photocopies or low resolution scans for *research purposes only*.

If you retain copyright, requests for permission to publish will be referred to you or your next of kin, if indicated:

Name and contact information for next-of-kin:

\_\_\_\_\_  
\_\_\_\_\_

Limitations (if any, these must be discussed with and agreed upon by the Archivist or a representative for UASC):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are limitations listed above, and everyone concerned agrees to the terms, the representative for UASC initials here \_\_\_\_\_.

*Fill out this section if you do not control copyright for any of the donated materials:*

To the best of my knowledge, the copyright is controlled by \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Access**

The UASC will make the material available to research in accordance with standard archival procedures, subject to the following, if any, restrictions:

\_\_\_\_\_  
\_\_\_\_\_

**Additions to the Collection**

In the event that the Donor may hereafter donate additional materials to UASC, such gifts will be governed by the terms and conditions stated above. A description of the additional materials so donated shall be prepared and attached hereto.

**Tax Deduction Information**

University personnel cannot provide estimates on the monetary value of collections. If the value of the donation exceeds \$4,999.00 and the donor wishes to receive a receipt for charitable donations from CSU-Pueblo, the Donor must provide a copy of the independent appraisal.

Monetary value \_\_\_\_\_

*\*Please attach a copy of the appraisal if the value exceeds \$4,999.00*

If you do not intend to take a tax deduction, please initial here \_\_\_\_\_.

**Acceptance of Terms and Conditions**

***Donor***

I represent and warrant that I am the sole owner of the materials described above and that I have full right, power and authority to give the materials mentioned above to Colorado State University-Pueblo. I have received a copy of this **Deed of Gift** and agree to all terms and conditions as stated, indicated by my signature below.

If applicable, I understand the sections on copyright and acknowledge that the information I have provided is accurate.

Name (Print): \_\_\_\_\_

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

Phone no: \_\_\_\_\_ Email address (if any): \_\_\_\_\_

Signature: \_\_\_\_\_

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

***Colorado State University-Pueblo Representative***

The UASC, on behalf of Colorado State University-Pueblo, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_