

Hagley Museum and Library

PO Box 3630
Wilmington, DE 19807-0630

DEED OF GIFT

Name of Donor(s) _____

Address _____

Street *City* *State* *Zip*

Phone _____

Hereafter referred to as the "Donor" of the property described herein hereby gives, grants, assigns, conveys, transfers and delivers to Hagley Museum and Library as an unrestricted gift, all ownership rights, title and interest in and to the property described below, including any literary and/or artistic property rights and privileges which the "Donor" may possess in and to said property.

Description and enumeration:

The Donor acknowledges that Hagley Museum and Library acquires the materials with the intent of making them available for an ongoing or indefinite period of time. In order to accomplish this, Hagley Museum and Library may need to transfer some or all of these materials from the original media as supplied by the donor to new forms of media to ensure their ongoing availability and preservation. The donor grants Hagley Museum and Library rights to make preservation and access copies of materials in the collection and to make those copies available for use.

Hagley Museum and Library may use outside contractors to store, evaluate, manage and or analyze materials in the collection. Any such arrangements must abide by the terms of this agreement.

Hagley Museum and Library will review the materials in the collection **in an attempt** to identify items that contain private information. Please indicate below your awareness of materials that may have sensitive electronic information.

To the best of my knowledge, these materials do not contain sensitive electronic information.

OR

I believe that the materials are likely to contain private or sensitive information such as

Social Security numbers

Passwords or PINs

Credit Card numbers

Financial records

Medical records

Licensed or pirated software

Other materials that have specific privacy concerns, please specify _____

In the event that Hagley Museum and Library locates duplicative materials within the collection or materials that are not of enduring research value Hagley Museum and Library will remove, discard and/or destroy said materials. In the case of media carriers for born digital content, Hagley Museum and Library will either return them to the Donor or physically destroy them after the content has been migrated to new media and verified.

In witness whereof Donor has hereunto set his/her hand this _____ day of

_____, 20____.

Signature of Donor(s)

Signature of Donor(s)

Hagley Museum and Library hereby accepts the above property under the conditions specified above
this _____ day of _____, 20____.

Authorized Signature

Please sign all copies of the Deed of Gift, retain copy 2 for your files, and return the others in the enclosed envelope to:

Hagley Museum and Library
P.O. Box 3630
Wilmington, DE 19807-0630

Telephone (302) 658-2400 FAX (302) 658-3690.

SAA Museum Archives Working Group Example