GREENSLADE SPECIAL COLLECTIONS AND ARCHIVES

DEED OF GIFT

1. The Greenslade Special Collections and Archives of Kenyon College Library and Information Services Department, gratefully acknowledges receipt from:

Of the following materials:

2. I, ____________________________, hereby make a gift of and assign to Kenyon College (the College) the materials described above. I hereby grant, give, assign, and transfer any and all rights, title, and copyright, which I possess, to the contents of said materials to the College for its use in fulfilling its research, educational, publication, and exhibition goals.

3. The disposition of any materials which the Greenslade Special Collections and Archives department, (the Archives) determines are duplicative, or which are deemed to have no research value, or are otherwise inappropriate for inclusion in the Archives will be the Department’s prerogative.

4. In the event that I may, from time to time, give additional papers to the Archives, title to such additional materials shall pass to the College and all the provisions of this deed of gift shall be applicable to the additional materials. A description of the additional materials so donated and delivered will be prepared and attached hereto.

5. In making this gift, it is my intent that College affiliates and researchers may have full access to these materials. In addition, I agree that persons granted access to these materials may also make single copies in lieu of note taking. I understand that I have access to the materials at any time during regular operating hours of the Archives and that I may request copies of donated materials for personal use. As a courtesy, reasonable copying and delivery expenses shall be borne by the Archives.

___________________________
Signature of donor(s)

____________________________
Accepting on behalf of the Archives

___________________________
Date

___________________________
Date

See reverse for Explanation of Deed of Gift
Explanation of Deed of Gift Agreement

This is a copy of a gift agreement that the Special Collections and Archives Department sends out to all donors of materials. The purpose of this agreement is to document your gift, transfer the title and copyright to Kenyon College, and to protect the rights of both the donor and the donee (the Greenslade Special Collections and Archives). The agreement addresses five items:

1. **Acknowledgement of your gift and description of material you have deposited.**
   This is usually a brief description of the donated materials, longer may be attached if necessary. This part of the agreements is usually filled in by Archives staff following delivery of materials.

2. **Assignment of copyright to Kenyon College.** Under law, any items you or your ancestors have written are your literary property. If a researcher comes to the Archives and wishes to quote from your writings or those of your family, he or she must first obtain permission from the copyright holder. For many researchers, this procedure is a time-consuming one. For our older collections, a particular problem arises in determining who are the current heirs holding the copyright to a document. In order to facilitate the process of research at the Archives, we ask donors to assign copyright to the College to save the donor(s) time and effort of responding to future researchers. The gift of copyright also allows the Archives to digitize materials for preservation and research purposes.

3. **Disposal of non-archival material.** Not every item in an historical collection is of sufficient value to warrant the cost of permanent storage or preservation. Because of our limited space and increasing collections, the Archives must review the contents of each collection to determine what material is truly archival in nature and what is ephemeral, duplicative, or routine. Materials which do not meet archival appraisal standards or do not fit within the Archive’s Collection Policy are separated and either disposed of or sent to an appropriate organization.

4. **This agreement applies to any future gifts you may give to the Archives.** Rather than fill out and sign a new form for future gifts or accessions, this clause states any further donations from you will fall under the same conditions as this one.

5. **Open or limited access.** We strive to make all of our collections open and available for immediate research use. At the same time, we recognize that it may be appropriate for some materials to be closed to researchers for an established period of time. The archives staff will be glad to advise you about the types of restrictions currently being used and what is appropriate for your materials. By signing the agreement, we also ask you permit us to make photocopies of materials to facilitate efficient research. In addition, you have access to your donation during the regular hours of operation and as a courtesy we will provide you with copies of donated materials for your personal use if desired.