



Garrett-Evangelical Theological Seminary

Garrett-Evangelical Theological Seminary
The Styberg Library Archives
2121 Sheridan Road, Evanston, IL 60201

Deed of Gift Agreement

Full name of the donor/creator: _____

If not the creator, please indicate your relationship with the creator: _____

Donor's address/phone/email: _____

Title & description of the material donated: _____

(Attach additional sheet if necessary)

I, [_____], hereby grant to the Garrett-Evangelical Theological Seminary Library Archives (hereafter referred to as the Donee) the materials which are described above and the following rights attached to the materials:

- The Donor agrees to transfer legal ownership and physical custody of the materials, including future donations, to the Donee, upon physical transfer of the material to the Donee.
- The Donor hereby assigns to the Donee all rights of copyright which the Donor has (a) in the materials and (b) in such of the Donor's works as may be found among any collections of materials received by the Donee from others.
- The Donor understands that the location, retention, cataloging, reformatting, and preservation of the materials or other considerations relating to their use or disposition are at the discretion of the Donee in accordance with its policies.
- The Donor agrees that the materials donated will be made open and available for research use. If the Donor or the Donee feels that it is appropriate to restrict access to all or a portion of the materials for a limited and clearly stated period of time, however, the Donee will consult with the Donor to reach the mutual agreement between two parties.
- The Donor gives to the Donee the permission to digitize the materials, to post digital copies on the United Library archives and history websites, and to reproduce the materials in publications both in print and online.
- The Donor has the responsibility of appraising the materials. The Donee is not authorized by law to provide appraisals for tax purposes.

The rights granted herein shall remain in force and effect until terminated by Grantor upon 30 days prior written notice.

Signed (Donor): _____ Date: _____

The gift of materials above is accepted on behalf of the Styberg Library, Garrett-Evangelical Theological Seminary, subject to the terms and conditions heretofore set forth.

Signed (Donee): _____ Date: _____