

Today's Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

# Library Donations

Thank you for your donation to the Oregon Institute of Technology Library. We sincerely appreciate you considering Oregon Tech for your donations now and in the future.

All donations become the property of the Library or the Shaw Historical Library. The item(s) will be carefully evaluated to ascertain if they will be added to our collection. The Library reserves the right to determine when or how donated material will be used.

Name(Printed): \_\_\_\_\_ Date \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you give the Library permission to publicly display your name as a donor to our Library?  YES  NO

Donor's Signature: \_\_\_\_\_

**If 11 or more items:** Contact the Public Services Librarian prior to donating the items.

*An inventory list and approval from the Subject Librarian must be attached to this form.*

**If 10 or less items:** List the Title of each item below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

***If this is a special collection or if there are any restrictions to this donation, please fill out the additional pages.***

*Please note that if this is a donation to the Shaw Historical Library, it will become the property of the Shaw Historical Library and the Oregon Tech Foundation, INC.*

**Deed of Gift Donor Agreement**

I, \_\_\_\_\_, the legal owner of the records or the duly authorized agent of the legal owner, of the records and material described above, do hereby unconditionally and irrevocably give and transfer to the *Oregon Tech Library and the Shaw Historical Library* all of my rights, title, and interest (including all copyright and related rights) in the records and materials, as an unrestricted gift without limitation, except as stated above or listed on the attached inventory.

- 1. Ownership** – The donor warrants that no other individual, institution, or other entity shares ownership of or interest in the materials covered by this agreement
- 2. Restrictions** – The records and materials listed on the attached inventory shall be available for access and use by the public without restrictions unless specified in this document or the attached inventory. If any restrictions are imposed, a termination date must be stipulated.
- 3. Disposition** – Except as instructed in this agreement the Library may transfer, sell, discard, or dispose of all or any portion of this collection as the Library shall determine without prior notice or permission.
- 4. Duplication** – The Library reserves the right to duplicate, reproduce, scan, or otherwise reformat these records for purposes of preservation, display, security and/or dissemination for research, education, and use within the limits of copyright law.
- 5. Exhibition** – The Library can freely exhibit the contents (or preservation copies) of this collection on campus, in the community, and on the internet.
- 6. Publication** – The Library may, without notice or fee to the donor, publish in whatever form it chooses, information, photographs, and other content of this collection.

**Agreed and Accepted**

<i>Signature of donor or agent</i>	<i>Signature of Library Representative</i>
<i>Printed Name of donor or agent</i>	<i>Printed Name of Library Representative</i>
<i>Date</i>	<i>Date</i>

<b>Oregon Tech Library Use Only</b>	
Location:	
Follow-up:	
Processing note:	
Date:	Signature:

### Summary Description of Donation

Please provide as much information as possible as it will help in the archival processing of this collection. Thank you.

<b>Title</b>	
<b>Date Range</b>	
<b>Extent</b>	<i>Quantity; number of boxes or containers.</i>
<b>Creator</b>	<i>Whenever possible, please provide biographical or historical information on the creator or originator. This can be included in the section below.</i>
<b>Summary Description of Content</b>	
<b>Material Types</b>	<i>Examples of types are documents, diaries, images, audio/visual, ephemera, artifacts, digital files</i>
<b>Any restrictions on access?</b>	<b>Restrictions are strongly discouraged.</b> <i>If required please limit in duration or extent to the minimum possible.</i>
<b>Notes</b>	

### Biographical/Historical Information including sources

Donors or agents are kindly requested to provide any biographical or historical information on the creator or originator of the collection if available.

The Oregon Tech Library thanks you for your donation.

Library --- Oregon Institute of Technology --- Phone: 541-885-1772 --- Fax: 541-885-1777