

**UNIVERSITY OF NORTH FLORIDA  
THOMAS G. CARPENTER LIBRARY  
SPECIAL COLLECTIONS**

**DEED OF GIFT**

1. **Date of Receipt:** \_\_\_\_\_

2. **Legal owner(s) name:** \_\_\_\_\_

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

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**Telephone Number:** \_\_\_\_\_

3. **The material described below is donated to the Thomas G. Carpenter Library through the University of North Florida Foundation, Inc., under the conditions indicated on the reverse side of this form:**

a. **Description of Material:**

b. **Restrictions:**

c. **Disposition of non-archival materials:**

4. **Certification: In witness thereof, we affix our names:**

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Special Collections Librarian

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Dean of the Library

## **DEED OF GIFT CONDITIONS OF GIFT**

- 1. The Donor(s) being the sole and absolute owner(s) of the materials described on this form, do hereby give, transfer, and deliver all right, title, and interest in and to these materials, together with all literary property rights (including copyright and license ownership) that the donor hold herein, to the University of North Florida Library. The materials are certified as being free of prior lien through copyright, license, or literary transfer. All gifts are final and irrevocable.**
  
- 2. The Library will house and maintain the collection in good order according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. The Library, however, shall not be liable for damage to, or loss or destruction of the materials.**
  
- 3. The materials will be administered according to library policies and made available to all researchers. Any restrictions on access requested by the donor for reasons of privacy or confidentiality must be noted specifically and must have a date of termination.**
  
- 4. The Library will consider requests for photoduplication of materials when such duplication can be done without injury to the item and does not violate donor, copyright, or license restrictions.**
  
- 5. The Library, as owner of literary, copyright, and license rights transferred by this Deed of Gift, may exercise or transfer to a third party the right of quotation or publication.**
  
- 6. The Library will return to the donor or otherwise dispose of any materials which are determined to have no permanent value or historical interest. The donor shall state whether materials are to be returned to him (or her) or to the heirs or estate. If no specific written provision is made, the Library will use its discretion in disposing of unwanted materials in accordance with prevailing library policies.**