

Deed of Gift Form

I, _____, hereby donate the materials described below to Albion College for inclusion in the collections of the Stockwell-Mudd Library. As sole owner of these materials, I donate physical ownership of them to Albion College, which shall occur upon delivery to the College.

Description of Gift *(Office Use Only)*

Total Number of Items _____

Inventory Attached? Yes or No

**If there are archival materials contained in the donation, the Donor will need to fill out a separate Deed of Gift for Special Collections*

Responsibilities of the Stockwell-Mudd Library

These materials shall be made available in accordance with the access and use policies of the Albion College Stockwell-Mudd Library.

Albion College is authorized to dispose of any duplicate or inappropriate material in the collection that it determines has no relevance to the curriculum and research of the students and faculty of Albion College. Albion College is also authorized to sell, trade or dispose of any material in the collection that does not fit the collecting parameters of the Stockwell-Mudd Library. If so desired, such materials as specified will be returned to the Donor.

Tax Deduction Information

Appraised Value *(If the Donor has had the gift appraised)* _____

**Please attach a copy of the independent appraisal if available*

If you do not intend to take a tax deduction, please initial here _____

Acceptance of Terms & Conditions

Donor

I represent and warrant that I am the sole owner of the materials described above and that I have full right, power and authority to give the materials mentioned above to Albion College. I have received a copy of this **Deed of Gift** and agree to all terms and conditions as stated, indicated by my signature below.

Signature _____

Date _____

Address _____

Telephone _____

Albion College Representative

The Stockwell-Mudd Library, on behalf of Albion College, gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Signature _____

Date _____