



Deed of Gift Form/Agreement

Archives and Special Collections
Ruth A. Haas Library
Western Connecticut State University
181 White Street
Danbury, CT 06810
(203) 837-8992



Contact Info

Your Name:

Your e-mail address:

street address:

City, State:

Zip:

The above individual owns and desires to give, or is empowered as legal agent for the above to give to the Archives and Special Collections Library at the Haas Library, 181 White St. Danbury, CT the materials described below.

Materials deemed by the Archivist to be duplicates, damaged, or otherwise not pertinent to the donated collection should be:

- ☐ Discarded
- ☐ Returned to Donor
- ☐ Other (describe)

Information about the materials

Description of materials or inventory, please be as detailed as possible: (attach any additional information regarding the description of the materials to this form)

For example:

- | *2 boxes of correspondence, 1980-1999*
- | *1 box of photographs, 1990s*

Please indicate any restrictions that may apply to the materials:

☐ No Restrictions

☐ Some Restrictions (describe)

I assign and convey irrevocably the legal title and all literary rights or copyright which I may have to the described property to the Western Connecticut State University Archives & Special Collections Library (the Archives). I understand that the Archives may digitize this material for access via the World Wide Web or for other forms of electronic distribution.

Furthermore, I agree that researchers who meet the requirements set by the Archives may have full access to this collection with the exception of the restriction(s) or conditions stated above.

By checking "agree" below, you understand and accept the terms of this Deed of Gift Form/ Agreement. The WCSU Archives and Special Collections Library at the Haas Library will not accept any materials unless the donor agrees to the terms of this agreement.

☐ Agree

Also please print and sign this form (when submitting electronically, type your name below). By signing this form, you formally transfer custody of the materials described in this form to the WCSU Archives and Special Collections Library at the Haas Library.

Signed:

Date:

The staff will prepare a descriptive finding aid at the folder level which will be made available to researchers. The archivists at WCSU will offer administrative reference for the materials.

If you have questions, please call 837-8992. Thank you for your interest in preserving these materials.