

Gilman School Archives

**Gift Agreement**

Donor

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Address

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Telephone/Email

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Contact Person

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I hereby make a gift of these materials to Gilman School (hereinafter referred to as the Donee), acting through the Gilman School Archives. By making this gift I assign and convey to the Donee legal title and any and all copyrights and literary and artistic rights that I hold in these materials. The rights assigned include the right to derivative works or compilations and to record or fix the materials in any tangible or electronic medium that currently exists or may be developed. Title and rights shall pass to the Donee at the time of the transferal of materials.

Description of Donation (attach more if necessary)

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Terms of Agreement

1. Gilman School Archives may use its discretion in the disposition of materials not considered appropriate for retention in the collections unless instructions, if any, are stated below. Please indicate either that you want such materials returned to you or that you grant the Library permission to transfer or discard as the staff sees fit.

\_\_\_\_\_ You may transfer or discard

\_\_\_\_\_ Please return

2. In the event that the Donor may give and convey to the Donee additional materials, title to such materials shall pass to the Donee upon their delivery, and all of the provisions of this instrument of gift and any appendices shall be applicable to such additional materials.

3. Any appraisal of a gift of tangible personal property to the School for tax purposes is the responsibility of the Donor.

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Archivist

\_\_\_\_\_  
Date