

**DEED OF GIFT OF PERSONAL PAPERS  
TO SPECIAL COLLECTIONS AND ARCHIVES, FURMAN UNIVERSITY**

1. Subject to the terms and conditions hereinafter set forth, I, \_\_\_\_\_ (hereinafter referred to as Donor), hereby give, donate, and convey to Furman University ("Furman"), for inclusion in Special Collections and Archives, the papers and other historical materials which are described in Appendix A, attached hereto.
2. Title to the materials will pass to Furman upon delivery to Special Collections and Archives.
3. The Donor shall retain copyright during his/her lifetime and upon his/her death, copyright will be transferred to Special Collections and Archives at Furman.
4. The Donor hereby gives permission to Special Collections and Archives at Furman to make copies of materials for scholarly and research purposes.
5. Special Collections may catalogue, preserve, and provide access to the materials in accordance with customary practices and its policies.
6. If the Special Collections Librarian determines that materials are not appropriate or necessary, he/she will contact the Donor before disposing of any materials.
7. If, in the opinion of the Special Collections Librarian, materials should be preserved in a different physical form, such as microfilm or digital media, Special Collections and Archives may perform the necessary processes and operations.
8. Special Collections and Archives staff will strictly enforce any special terms and conditions included on the Deed of Gift.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

The following gift of papers and other historical materials of the Donor is accepted on behalf of Furman, subject to the terms and conditions set forth.

**FURMAN UNIVERSITY**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Special Collections Librarian or Designee**

**Appendix A**

Attached to and forming part of the instrument of gift of papers and other historical materials, executed by \_\_\_\_\_ (Donor) on \_\_\_\_\_ (date) and accepted by Furman on \_\_\_\_\_ (date).

## **Special Terms and Conditions**