

DEED OF GIFT OF PERSONAL PAPERS AND HISTORICAL MATERIALS
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 hereby transfers, conveys, and assigns to Furman all rights of copyright which the
Donor has in (a) the materials and in (b) such of his/her works as may be found among any
materials received by Furman from other sources.
4. Special Collections and Archives may catalogue, preserve, and provide access to the materials
in accordance with customary practices and its policies.
5. If the Special Collections Librarian determines that materials are not appropriate or necessary,
he/she will contact the Donor before disposing of any materials.
6. 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 may perform the
necessary processes and operations.
7. Special Collections and Archives staff will strictly enforce any special terms and conditions
included on the Deed of Gift.

Signed: _____ Date: _____

Address: _____

Phone No: _____

The following gift of papers and other historical materials of the Donor are 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