



Archives Deed of Gift Agreement

Name of Donor: _____

On behalf of: _____ Relationship: _____

Address: _____

Phone / Email:

Donation Terms and Conditions:

1. I am authorized to dispose of the personal property described below and desire to give said personal property to Brock University. I absolve Brock University from all liabilities resulting from any discrepancies with the title.
2. I do hereby irrevocably and unconditionally give and transfer to Brock University all rights, titles, and interests in the following described property.
3. The materials will be administered in accordance with Brock University's established archival policies. I grant Brock University the right to archive, copy, migrate, display, lend and provide access to these materials in whole or in part and in all forms of media for educational and not-for-profit purposes at their discretion.
4. I will indemnify, defend, and hold harmless Brock University, its staff and users against any and all losses, claims, damages, actions, causes of action, costs and expenses that arise out of or occur, directly or indirectly, by reason of any claim by a third party that any use by these parties constitutes defamation or infringes any privacy right, copyright, moral right, trade-mark right, patent, trade secret or other intellectual property right of such third party.
5. With regards to the copyright, moral rights, display rights, etc., for original materials, photographs, or similar materials in this collection, the following terms apply: (If left blank, copyright will remain with the donor until expired according to the *Copyright Act*.)

6. Other conditions, exceptions or restrictions for this donation:

I agree that any donated material that will not be retained by Brock University will be either:
(Please initial one of the following:)

Return to Donor: _____ Or Disposed by Brock University: _____
(* Note: Reasonable, but not exhaustive, efforts will be made to contact the donor if materials are to be returned. If no contact can be made, the materials will be disposed of by Brock University.)

If eligible, do you wish to receive a tax receipt for this donation? If yes, fill out the second form.

Yes: _____ No: _____

For born-digital materials (e-mails, blogs, digital photos, etc.) included in this donation, I agree that Brock University will be the sole institution to which I will deposit such materials.

If you agree to the statement above, please initial here: _____

Description of the donated materials:

Custodial history of the donated materials:

Date of Transfer to Brock: _____

Donor's signature: _____ Date: _____

Accepted by: _____ Date: _____
(on behalf of Brock University)

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the purpose of transfer of ownership of property and associated rights to Brock University. Direct any questions about this collection to Head of Archives and Special Collection of the Brock University Library at 905-688-5550 x3264 or see <https://brocku.ca/library/archives/>.