DEED OF GIFT

Name and Address (hereinafter, Donor):

Description of Materials (hereinafter, Collection):

1. Property Rights: Upon transfer to the Library, the Collection, including possible future gifts, becomes the property of The Trustees of Princeton University. The Collection will be kept in the exclusive custody of the Library. If there are any materials (for example, duplicate copies of printed materials) that the Library deems inappropriate for permanent retention in the Collection, they will be offered back to the Donor. If the Donor does not wish to have such materials returned, they will be transferred or disposed of in accordance with the Library’s usual policies and procedures.

Note: Property only extends to ownership of artifacts (that is, the paper-based, digital, audiovisual materials, and objects found in the Collection), not to intellectual property, which in most cases is retained by the creator(s) and copyright holder(s). See Section 2 (below).

2. Copyright: The Donor’s own copyright and literary rights shall be retained by the Donor during the Donor’s life and by the Donor’s heirs and assigns, unless the Donor expressly assigns such rights to the Library, either at the time of the donation or at some future date. The Library will administer the Collection in accordance with prevailing U.S. and international copyright law.

Note: The copyright interest of donors in any particular collection relates to their own original writings, diaries, letters, photographs, and other materials that they created (paper-based, digital, or audiovisual). It does not include rights to the intellectual content of materials written or created by someone else, though in the donor’s possession. For example, the rights holder for the text of a letter is the author of that letter, not the recipient, who only owns the physical artifact.

3. Access: Once the Library has arranged and described the Collection, it will be open to researchers without restriction, in accordance with Princeton University policy on fair-and-equal access to information, unless the Donor specifically imposes access restrictions (to be specified below). Barring access restrictions, the Library may provide individual researchers with digital copies in response to imaging requests, and also allow self-service digital photography by visiting researchers, in accordance with prevailing Library policies and procedures.
Note: Restrictions imposed by Donor must be for a reasonable, finite period of time, and consistent with Princeton University's policy on fair-and-equal access to information.

Donor/Legal Agent: _________________________________________________________

Date: _____________________________________________________________________

Recipient: _________________________________________________________________