

THE STATE HISTORICAL SOCIETY OF MISSOURI

1020 LOWRY STREET
COLUMBIA, MISSOURI 65201-7298
573-882-7083 shs.umssystem.edu

DEED OF GIFT

- 1. Subject to the terms and conditions hereafter set forth and upon delivery, I, _____ (hereinafter referred to as the Donor), as the legal owner, or acting on behalf of the legal owner, hereby give, donate, and convey to The State Historical Society of Missouri (hereinafter referred to as the Society) the materials described below to become the Society’s permanent property and to be administered in accordance with the Society’s established policies.
- 2. Title and description of materials (including, but not limited to, letters, diaries, photographs, maps, books, art, business and organizational records, family papers, etc.)

- 3. The Donor declares the following regarding the intellectual property of the gift. Check one.

The Donor gives, assigns, and transfers to the Society title, all copyrights, and associated rights the Donor may possess in the materials upon execution of deed and acceptance by the Society.
 The Donor retains all rights but gives permission for the Society to provide access to the materials according to Society policy and allows the Society to reproduce the materials for use by the Society.
 The Donor does not own copyright or intellectual rights for the gift.

- 4. The Donor agrees that this material may be made available for research, reproduction and exhibition, according to the Society’s policies and practices.
- 5. The Society may determine that some materials are not required for retention or that the material should be preserved in a different physical form, such as microform or digital format. In this event, the Society may:
 Dispose of any materials not required for retention
 Return to Donor any materials not required for retention (**It is the Donor’s responsibility to notify the Society of changes to contact information. If we cannot locate the Donor, the material will be disposed of according to our policies.**)
- 6. In the event that the Donor may from time to time hereafter give, donate, and convey to the Society, additional materials, title shall pass to the Society upon their delivery, and all of the provisions of this deed of gift shall be applicable.

Signature of Donor _____ Date _____

Print Name _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone _____ Email _____

The gift of the Donor is accepted on behalf of The State Historical Society of Missouri, subject to the terms and conditions set forth.

Signature for Society

Date

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Additional Information

Please provide biographical, historical, or any other information available to identify the person, family, or organization that created or compiled the material. Particularly, provide any details necessary to an understanding of the materials including but not limited to an obituary, brief biographical essay, genealogical chart, or short corporate history. Please attach a copy.

When was the material written or produced?

In what county or region of Missouri was most of this material written or produced? Are any other geographic locations outside the state, if any, prominent in the subject matter?

In what language is most of this material written? List other languages in order of prominence.

Does the material include any sensitive records (e.g., financial records, social security numbers, student records, legal records, etc.)?

How and where has the material been stored? Has it been exposed to damp conditions, mold, or insects? Please explain (this will help ensure that Society staff members use appropriate preservation measures).