



**MONTCLAIR STATE**  
UNIVERSITY

## ***Harry A. Sprague Library***

### ***Deed of Gift***

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This donation has been received by Montclair State University ("University") as a gift for use in the Harry A. Sprague Library Archives and Special Collections, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, full and complete ownership of the property described below to the University for use in the Harry A. Sprague Library Archives and Special Collections and its successors and assigns permanently and forever, together with any copyrights therein and the right to copyright the same. The donation becomes the legal property of the University upon physical transfer of the materials to the Harry A. Sprague Library Archives and Special Collections.

#### **Title and Description of Donation/Notes**

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**Signature of Donor:**

**Date:**

**Printed Name of Donor:**

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**Date:**

**Printed Name of Sprague Library Staff Member:**

**Conditions Governing Gifts:**

- It is understood that all gifts are outright and unconditional unless otherwise noted upon this Deed of Gift or a written rider attached hereto.
- Unless otherwise noted on this Deed of Gift or a written rider attached hereto, the Donor agrees that there are no restrictions on access and use of the materials.
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- The Donor on this form has not received any goods or services from the University or the Harry A. Sprague Library in return for this gift.
- Gifts to the University for the use in the Harry A. Sprague Library may be deductible in accordance with provisions of federal income tax laws.
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- Donor agrees that Donor's sole remedy for breach of this Deed of Gift shall be return of the donated items. Donor hereby agrees to release, indemnify, and hold harmless the Harry A. Sprague Library, Montclair State University and their agents, employees and trustees from any and all claims for damages or other relief that may arise from an alleged breach of this Deed of Gift or from the use of the donated materials items.

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When a Donor transfers materials to the University, the Harry A. Sprague Library Archives and Special Collections organizes and preserves the donation and makes it available to researchers. The following is a list of services the Harry A. Sprague Library Archives and Special Collections will provide regarding donations.

- The donation will be organized and, if appropriate, a bibliographic record and/or finding aid will be created to describe the content and the arrangement.
- The donation will be available to researchers after it is organized, physically stabilized, and prepared for use.
- The Harry A. Sprague Library Archives and Special Collections will provide reference services for the donation and, if appropriate, will have the materials listed in national and international bibliographic sources.

If you have any questions regarding the Deed of Gift, please do not hesitate to contact Paul Martinez, Cataloging Librarian/Archivist at 973 655-3465 or [martinezp@mail.montclair.edu](mailto:martinezp@mail.montclair.edu)