



STEPHEN F. AUSTIN STATE UNIVERSITY

East Texas Research Center

R. W. Steen Library

P.O. Box 13055, SFA Station • Nacogdoches, TX 75962-3055

Office – (936) 468-4100 • Fax (936) 468-7610 • <http://libweb.sfasu.edu>

The Deed of Gift is designed to transfer ownership of and legal rights in personal property donated to the East Texas Research Center (ETRC) to be administered in accordance with established University policies. The Deed of Gift constitutes the transfer of title and serves to define the terms of the transfer.

Description of the Gift: This section shall be completed by an ETRC representative with the assistance of the Donor. The Description of the donation will describe the property being conveyed to the ETRC and the date it was received.

Appraised Value: The responsibility of appraising the property donated to the ETRC remains with the Donor. The ETRC is not authorized to provide appraisals for tax purposes. The Donor shall be advised that if a tax deduction on a gift is to be taken, the Internal Revenue Service has regulations for filing tax-deductible contributions valued at \$250 or more. If the value of the donation is greater than \$5000, an independent professional appraisal is required and a copy of the appraisal should be attached to the Deed of Gift. Additionally, other IRS restrictions may apply such as filing Form 8283. The Donor is advised to consult with their professional tax advisors for further guidance.

Disposition of Property: In order to make the most effective use of resources, the ETRC reserves the right to determine the disposition of donated property.

Terms and Conditions: Although most Donors will have no need to limit access to property which they are conveying to the ETRC, the option of placing reasonable restrictions on access to the property or a portion of the property is available to the Donor. The ETRC Director will discuss the terms of restrictions with the Donor.

Copyright Interests: Copyright in writings and original creations contained in the donated property is controlled by the individuals or organizations that created them unless the copyright has been conveyed legally to the Donor or other party.

If the Donor controls the copyright in all or some of the property being donated, the first box in this section of the Deed of Gift should be checked and an explanation of the extent of their copyright control shall be given.

If the Donor does not control copyright in any of the donated property, the second box should be checked.

If the Donor has any information about the holder of the copyright, the third box should be checked and as much of the requested information as possible should be provided.

Copyright Conveyance: The ETRC encourages Donors to transfer any copyright they may control whenever possible. Copyright ownership by the ETRC facilitates use by scholars. If the Donor wishes to do so, they should initial the first paragraph in the Copyright Conveyance section of the Deed of Gift.

Assignment of copyright may be conditional. For example, the Donor may wish to stipulate Copyright retained during their lifetime or something similar in the Limitations space provided on the Deed of Gift.

Change in Provisions: If the Donor feels that any terms in the Deed of Gift should be modified or deleted, the Donor should discuss the matter with the ETRC Director to verify that the desired change in terms is allowable and feasible. Modifications or deletions must be approved before the Donor executes the Deed of Gift.

Delivery Required: The gift must be “delivered” to be complete. Delivery means an actual transfer of possession.

Acknowledgment of Receipt of Gift: This section of the Deed of Gift serves to formally acknowledge the receipt of a donation under the terms mutually agreed to by the East Texas Research Center. The Donor will receive a copy of the Deed of Gift signed by the ETRC Director.



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DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to the East Texas Research Center, all rights, title, and interest that I possess in the following:

Description of Gift: _____

Collection Title: _____

Date Material Received on Site: _____

Appraised Value (if Donor has had gift appraised): _____ *

Please attach copy of independent appraisal if available.

If you do not intend to take a tax deduction, please initial here: _____

I understand that the location, retention, cataloging, and preservation of the property, or other considerations relating to the use or disposition are at the discretion of the East Texas Research Center in accordance with institutional policy. _____

* **Terms and Conditions for Use of Gift:** _____

Must be reviewed and approved before the Donor executes the Deed of Gift.

Copyright Interests

I represent and warrant that I control the copyright in some or all of the donated property. (Please indicate below the property for which you control the copyright and the nature of your copyright control, e.g., sole/joint owner, heir, literary executor, trustee.)

I do not control copyright in any of the donated property.

To the best of my knowledge, the copyright is controlled by:

Name:

Address:

Phone Number:

E-mail address:

Copyright Conveyance:

If you wish to transfer, convey, and assign to the East Texas Research Center, any copyright which you control in the above-named property, subject to the limitations, if any, stated below, please initial here: [REDACTED]

If you do not wish to transfer copyright, but give permission for the East Texas Research Center to make copies for users of the property, please initial here:
[REDACTED]

*** Limitations:** *(Must be reviewed and approved before the Donor executes the Deed of Gift).*
[REDACTED]

The terms of this Deed of Gift shall apply to all items as further described in an Appendix to be completed subsequent to the effective date of this Deed of Gift and subsequently attached.

I represent and warrant that I am the sole owner of the property described above and that I have full right, power, and authority to give the property to the East Texas Research Center. I have received an Explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

If applicable, I understand the sections on Copyright Interests and Copyright Conveyance and acknowledge that the information I have provided is accurate.

Donor's Signature

Date

Donor's Name (PLEASE PRINT)

Address

The gift herein above described is accepted on behalf of the East Texas Research Center, subject to the terms, conditions, and restrictions herein set forth.

Director, East Texas Research Center

Date