Explanation of Terms and Conditions

The Deed of Gift form is a formal and legal agreement transferring ownership and legal rights of donated material to the University of South Carolina at Aiken (USCA) Gregg-Graniteville Library. In doing so, the USCA Gregg-Graniteville Library assumes the right to administer gifts in accordance with established policies and procedures. The Deed of Gift confirms the transfer of title and outlines terms of the transfer.

Name of Donor and Description
The donor provides his/her full name. The USCA Gregg-Graniteville Library provides its full name as the recipient. A representative from the USCA Gregg-Graniteville Library describes briefly the material being transferred and the date received on site. USCA Gregg-Graniteville Library recommends that each donor prepare a detailed inventory to include with his/her donations.

Tax Information and Appraisal
The donor is advised to consult with a professional appraiser or legal representative to establish any monetary value of the items being donated. Specific IRS regulations of charitable contributions of non-cash gifts may apply. Please, consult a tax advisor or legal representative before donating material. The USCA Gregg-Graniteville Library will not provide monetary appraisals or provide legal advice.

Disposition of Materials
The USCA Gregg-Graniteville Library reserves the right to determine retention, location, cataloging treatment, and other considerations relating to the use and disposition of gifts.

Terms and Conditions
The USCA Gregg-Graniteville Library’s mission is to make accessible materials which may have research value to its users. In some cases, however, the donor and USCA Gregg-Graniteville Library representative may decide to limit access to portions of a donated collection or items. For example, if the materials donated contain student records, income tax records, medical records, or legal case files relating to external third parties, federal or state privacy laws may apply limiting access.

Copyright
Copyright of donated material is controlled by the creator or writings or other original material unless the copyright has been conveyed legally to the donor or another party. The donor is asked to convey any information about the holder of copyright to the USCA Gregg-Graniteville Library. If the donor controls the copyright and/or is the creator, the USCA Gregg-Graniteville Library encourages the donors to transfer all rights held.

Acknowledgement
The signed Deed of Gift formally acknowledges the receipt of a donation under the terms mutually agreed to by the USCA Gregg-Graniteville Library and the donor. The donor will receive a copy of the signed Deed of Gift.
I, ____________________________________________, hereby donate and convey to the University of South Carolina at Aiken Gregg-Graniteville Library all rights, title, and interest that I possess in the following materials:

________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

I understand that the location, retention, cataloging, and preservation of the materials, or other considerations relating to their use or disposition are at the discretion of the USCA Gregg-Graniteville Library in accordance with institutional policy. Materials added to the collection shall be accessible to all persons qualified to use materials in the USCA Gregg-Graniteville Library, subject to the terms and conditions, if any, stated below:

________________________________________________________________________________________________
________________________________________________________________________________________________

Donor’s Signature _________________________________________ Date __________________________
Donor’s Name (please print) __________________________________ Phone#_______________________
Donor’s Address ____________________________________________

The USCA Gregg-Graniteville Library gratefully acknowledges receipt of this gift and agrees to the stipulations outlined above.

Librarian’s Signature _________________________________________ Date __________________________
Librarian’s Name and Title____________________________________