



AMERICAN HERITAGE CENTER

1000 E. University Ave., Dept. 3924 / Laramie, WY 82071
(307) 766-4114 / fax: (307) 766-5511
e-mail: ahc@uwyo.edu / <http://ahc.uwyo.edu>

DEED OF GIFT

I, _____
Donor's Name (Please print or type)

- own (or have legal authority over) the materials described below and voluntarily give them to the American Heritage Center at the University of Wyoming (“the Center”) as a permanent, irrevocable donation that the Center will care for and make publicly available as widely as possible according to its discretion and available resources.

This donation pertains to:

A. Conditions of Donation:

- I understand that any changes to the terms of this Deed of Gift, or any additions to this collection, must be negotiated and agreed to by both parties in advance of the Center receiving the material, and that the Center may require additional documentation in order to accommodate differing or additional gift circumstances and/or restrictions placed on the collection.
- Unless otherwise indicated below, this donation includes the unconditional transfer of all property rights, titles, and interests in these materials to the Center to administer as it deems appropriate.
- The American Heritage Center is a 501(c)3 non-profit organization as classified by the Internal Revenue Service. This donation may be tax deductible according to the law, and the donor is encouraged to consult their tax advisor or auditor for details. The donor is entirely responsible for securing appraisals to support deductions as required (see current IRS policy). No goods or services may be provided by the American Heritage Center in this regard.
- I give consent to the Center to transfer the contents of this and future donations to new technical environments as appropriate for the preservation of the collection and/or for access purposes, which may include the internet. Additionally, I give consent to the Center to make copies of this and future donations for preservation and access purposes according to archival best practices.
- With the exception of any items I have listed in the ***Disposition Instructions*** portion of this document the Center may dispose of unwanted material as it deems appropriate.



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B. Copyright:

- I understand that the American Heritage Center is an institution that strives to preserve donated collections and make them publicly available for research. As a result, I make the following stipulation regarding my intellectual ownership of the collection.

_____ By initialing the line at left I signify that I wish to transfer any copyrights I own in the donated material to the Center.

_____ By initialing the line at left I signify that I do **NOT** wish to transfer any copyrights I own in the donated material to the Center.

C. Disposition Instructions:

- During the preparation of the collection for archival storage and patron use the Center may discover items which, according to its professional judgement and best practices, cannot be maintained in the collection. The following section provides instructions on what should be the disposition regarding those separated materials.

_____ By initialing the line at left, I signify that I have no disposition instructions for this collection, and the Center may proceed as it decides best.

_____ By initialing the line at left, I signify that I have the following disposition instructions for this collection:

Disposition Instructions:

D. Restrictions:

- Donors may wish to place restrictions regarding access, use, or duplication on their collection. In order that the Center accept the collection donation and that the restrictions be applicable, the restrictions must be of limited duration and agreed to by the Center.

_____ By initialing the line at left, I signify that I wish to place NO restrictions on this collection.

_____ By initialing the line at left, I signify that I wish to place restrictions on this collection and have detailed them below.

I wish to place a restriction on this collection beginning the date of: _____

This restriction will end the date of: _____



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This restriction applies to the following collection components (initial the line to the left of whichever apply):

- The entire collection and any future additions to it.
- This specific collection component, but no future additions to the collection.
- Specific sections or items of this collection component and similar sections or items in future additions.
(Please specify those sections in the restriction description below)
- Specific sections or items of this collection component only, with no application to future additions to the collection.

(Please specify those sections or items in the restriction description below)

Restriction Description:

E. Personally Identifiable Information:

- It is the donor’s responsibility to properly address occurrences of Personally Identifiable Information (PII) within the donation, to remove as much as possible, and, if needed, to apprise the Center as to its presence in the donated material. If during preparation of the collection for archival storage and patron use the Center identifies common types of PII within the donation, those records containing PII will be restricted and dealt with in accordance with the wishes of the donor as stated on this Deed of Gift as well as federal, state, and local regulations, archival best practices, the regulations of the University of Wyoming, and the available resources of the American Heritage Center.
- To the best of your knowledge, does any portion of this collection, currently or in any future donations, contain personally identifiable information?
 Yes (please identify)
 No

If personally identifiable information is found in the collection, please specify your wishes regarding it in the “Disposition Instructions” section of this document. If instructions are not specified, the AHC will dispose of records with PII according to its standardized procedures as described above.



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F. Digital Files:

- Computer generated files found in this collection may have particular needs that must be addressed and for which the Center requires specific information from the donor in order to proceed.
- If necessary, to obtain the information in the files, the Center will decrypt passwords or encryption systems, if any, to gain access to electronic data received as part of the materials.
- Does the Center have your permission to recover deleted files or file fragments, if any, in electronic data and provide access to them to researchers?

_____ Yes

_____ No

Yes, under the following conditions:

- Does the Center have your permission to preserve and provide access to log files, system files, and other similar data that document the use of computers and systems, if they are received with the materials?

_____ Yes

_____ No

Yes, under the following conditions:

G. Social Media & Websites:

- During development of the collection for patron use, and to provide as complete a record as possible, the Center may decide to collect social media and websites either created by or associated with the donor. The donor may choose to guide and assist this process by providing information regarding pertinent sites or services in the section below. Does the Center have your permission to proceed with this process?

_____ Yes

_____ No

Sites or Services that the Donor thinks the Center should be aware of for collecting purposes include:

- Access and rights to archived web or social media materials may be governed by other portions of this agreement.

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The American Heritage Center gratefully acknowledges this donation.

Please Note: By signing this Deed of Gift the donor certifies that they have read, understand, and agree with all the content and conditions of this document, and that they have the legal authority to make this donation.

Donated by: _____ Date: _____
Collection Donor

Accepted by: _____ Date: _____
AHC Director / Assistant Director

Additional documentation, described below, accompanies this Deed of Gift

Please describe: _____