



**DEED OF GIFT**

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**DONOR SECTION (Please print or type clearly)**      **DATE** \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Brief Description of your Donation**

Types of materials \_\_\_\_\_

General subject/content \_\_\_\_\_

Approximate dates of materials \_\_\_\_\_

Your relationship to materials \_\_\_\_\_

Items not retained by the CPC Archives shall be:

Discarded \_\_\_\_\_      Returned to donor \_\_\_\_\_      Other (describe below) \_\_\_\_\_

(Continue on other side)

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**Accession Section (Staff Use Only)**

Extent:

Condition:

Accession #:	Accession Date:
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I represent that I am the sole owner of the materials described above and that I have full right and authority to donate these materials to the Central Piedmont Community College Archives. I hereby donate and convey to the CPCC Archives all rights, title, and interest that I possess to the materials described above. I understand that the location, retention, and preservation of the materials, and other considerations relating to their use and disposition, will be made in accordance with CPCC Archives policies, and that the material may be made available for research on an unrestricted basis. I understand that the donations I am making are permanent donations.

**COPYRIGHT INTERESTS (Please read and initial one option)**

\_\_\_ I do not own or control the copyright in any of the donated materials.

\_\_\_ I represent and warrant that I am the owner of the copyright in all of the materials I am donating, and I hereby convey, assign and transfer all right, title, and interest in and to copyrights, including renewals and extensions to the copyrights, that I own in these materials to the CPCC Archives.

\_\_\_ I do not wish to transfer or convey any of the copyright I own to the CPCC Archives, but I do give permission for the CPCC Archives to make copies of the materials for researchers according to the Fair Use Doctrine and for exhibit and display.

\_\_\_ I represent and warrant that I am the owner of the copyright in a portion of the materials I am donating, and I hereby convey, assign and transfer all right, title, and interest in and to copyrights, including renewals and extensions to the copyrights, that I own in these materials to the CPCC Archives. Following is a description of the materials for which I own the copyright:

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If known, please provide the name, address and phone number of person(s) who do own the copyright in donated materials:

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(Donor)

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**(Staff Use Only)**

Restrictions:

Disposition: