



# Donor Form, Deed of Gift

## Digital Stewardship Curriculum



- Over the years working in an archive, we think that the deed of gift is the single most important form. We regularly check them before undertaking digitization or exhibit projects, to contact donors, and sometimes to establish title over a particular collection.
- We keep folders of them by year and also keep a copy with files for our individual donors.
- We help each other ensure that we get a signed deed of gift for EVERY collection

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MASC Home Manuscripts Archives Digital Collections Photographs Rare Books Contact MASC

Manuscripts, Archives, and Special Collections, Washington State University Libraries

## Guide to the Westin Hotels & Resorts, J. William Keithan archives 1905-2004 Cage 656

TABLE OF CONTENTS	SUMMARY INFORMATION	
Summary Information	<b>Repository</b> Manuscripts, Archives, and Special Collections, Washington State University Libraries	<p>The Westin Hotel Company donated the collection to the WSU Board of Regents in 1996. John Guido, the former head Manuscripts, Archives, and Special Collections (MASC) of the WSU Libraries accepted the collection and agreed to “administer it and any additions that may be made to it in accordance with its [MASC’s] established policies and procedures and the term of this deed of Gift and Assignment.” Under the terms and conditions of the deed of Gift and Assignment page three, section 12, the document “Appoints the Director of Manuscripts, Archives and Special Collections as the University’s contact individual to service the University’s responsibilities under this Deed of Gift and Assignment.”</p>
Biographical/Historical note	<b>Creator</b> Westin Hotels & Resorts.	
Scope and Contents note	<b>Title</b> Westin Hotels & Resorts, J. William Keithan archives	
Arrangement note	<b>ID</b> Cage 656	
Administrative Information	<b>Date [inclusive]</b> 1905-2004	
Related Materials	<b>Extent</b> 513.0 boxes	
Controlled Access Headings	<b>General Physical Description note</b> Approximately 500 Linear feet of shelf space	
Collection Inventory	<b>Language</b> English	
Series 1. Corporate.		
Series 2. Project Files.		
Series 3. Westin Properties.		
Series 4. Slides, Negatives and Transparencies.		
Series 5. Photographs.		
Series 6. Publications		

- Story of the attempt by another WSU College to transfer the collection to the Hilton Archives at the University of Houston

## Parts of donor form

- Documentation of a gift or transfer.

### Elements include:

- Name of your Tribe/Community and Department
- Transfer of right, title, interest... or as indicated
- Language that the “donor has the authority to make the gift”

- The form clearly documents the gift

## Parts of donor form, continued:

- Documentation continued:
  - Brief description of the donation
  - Contact information for donor
  - Acknowledgement of collection received
- Keep one or more copies and give one to the donor

- Continue with more information about the gift, donor, acknowledge receipt
- Retain and copy and give one to the donor

## Benefits of having signed donor forms

- Provides evidence that you legally received the collection
- States rights for digital exhibits, research requests, publications, etc.
- Provides documentation of any restrictions or agreements

- Donor forms are probably the most important documentation in an archives. Demonstrates that you hold title to the collection and what rights or limitations you have concerning the collection.
- Is an important part for documenting the history of collections and their custodianship.

# Donor Form Example - WSU MASC

I/we hereby give, transfer and deliver to the Board of Regents of Washington State University all my/our right, title and interest, except as otherwise indicated, to the property described below. I/we affirm that I/we have the authority to make this gift. Furthermore, except as specifically reserved, I/we hereby assign all literary and intellectual property rights, including copyrights, I/we might hold to the Board of Regents of Washington State University.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020

Donor(s):

\_\_\_\_\_  
*Signature* *Print Name*

\_\_\_\_\_

\_\_\_\_\_

*Address*

The Washington State University Libraries hereby accept and acknowledge as a gift the collection described below and agrees to administer it and any additions that may be made to it in accordance with its established policies and procedures and the terms of this agreement.

Dated this \_\_\_\_ Day of \_\_\_\_\_, 2020

Accepted by:

\_\_\_\_\_  
*Signature* *Print Name* *Title*

Description of collection:

Restriction(s) and reservation(s), if any:

NONE

**Instructions: Please complete, sign, and return both copies. A countersigned copy will be returned to you for your records.**

- This is a sample donor form you can look at for content ideas and layout, find full document in the Digital Stewardship Curriculum on the SHN.

# Website Information Example - WSU MASC

The screenshot displays the WSU MASC website. At the top, a red banner contains the text 'MANUSCRIPTS, ARCHIVES & SPECIAL COLLECTIONS' and 'The Libraries'. Below this, the main content area is titled 'MASC - Donations' and 'Gifts, Contributions, and General Policies'. A paragraph of text explains that inquiries should be directed to Trevor Bond and provides a link to the 'General Collection Policy'. A 'Contact Information' section lists Trevor Bond's name, title, address, phone number, and email address. On the left side, there is a dark grey navigation menu with the WSU logo and a list of links including 'Libraries Home', 'MASC Home', 'About MASC', 'Overview', 'MASC Staff', 'Collection Policies', 'Donations', 'Exhibits', 'Reproduction Policies', 'Manuscripts', 'University Archives', 'Photographs', 'Rare Books', and 'Digital Collections'.

MANUSCRIPTS, ARCHIVES & SPECIAL COLLECTIONS  
The Libraries

**MASC - Donations**  
**Gifts, Contributions, and General Policies**

Inquiries concerning gifts, the collections themselves, or policies regarding their use should be directed to [Trevor Bond](#). For convenience, potential donors may wish to consult our [General Collection Policy](#) for more information about MASC's collections.

**Contact Information**

Trevor Bond  
Head, Manuscripts Archives and Special Collections  
Washington State University Libraries  
Pullman, WA  
99164-5610  
509.335.6693  
[tjbond@wsu.edu](mailto:tjbond@wsu.edu)

WASHINGTON STATE UNIVERSITY

Libraries Home  
MASC Home  
About MASC  
Overview  
MASC Staff  
Collection Policies  
**Donations**  
Exhibits  
Reproduction Policies  
Manuscripts  
University Archives  
Photographs  
Rare Books  
Digital Collections ↗

- This is a sample of information found on the WSU Libraries website under “Donations.”
  - Notice how the potential donor is directed to the General Collection Policy to learn more about what the MASC accepts.



## Creating a Deed of Gift or Donor Form

- Use the Worksheet to start brainstorming
- Find examples from similar institutions
- Start a draft and get feedback from others
- Consider where else in your policies or public-facing platforms you want to include donation information

- After you return home, you can work with your organization's typical protocols and timelines for getting new policies approved.
- Approvals - follow your own protocols and timelines
- If you already have a Donor Form or Deed of Gift, you can use the worksheet to see what areas you might want to expand or change based on this training.
- Donation information often appears in the Collections Development Policy, you may also decide to create a separate Donations Policy or paragraph within collections policy to specify the rules and guidelines you follow for donations. If you have a website, you might want to include FAQ for donors, or similar.

# Credits

- Slide 2 Image by Trevor Bond, Washington State University Libraries
- Finding aid, Donor Form, and website examples Washington State University Manuscripts, Archives, and Special Collections
- Presentation template by [SlidesCarnival](#).
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- These slides contain changes to color scheme and content.

# Using this Resource

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