Donor Form, Deed of Gift
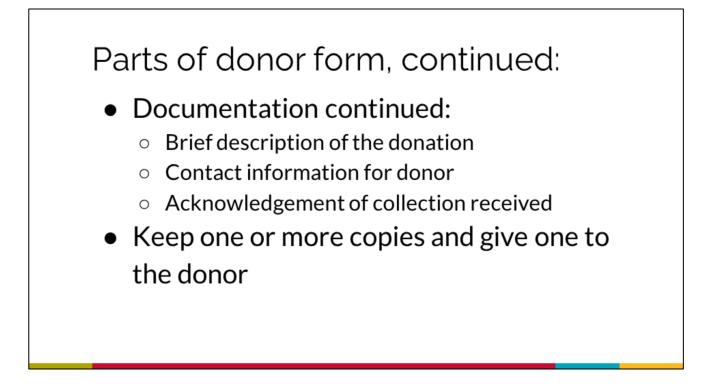## Digital Stewardship Curriculum

- 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

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

MASC Home   Manuscripts   Archives   Digital Collections   Photographs   Rare Books   Contact MASC

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

TABLE OF CONTENTS

SUMMARY INFORMATION

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

Creator
   Westin Hotels & Resorts.

Title
   Westin Hotels & Resorts, J. William Keithan archives

ID
   Cage 656

Date [inclusive]
   1905–2004

Extent
   513.0 boxes

General Physical Description note
   Approximately 500 Linear feet of shelf space

Language
   English

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."

- 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
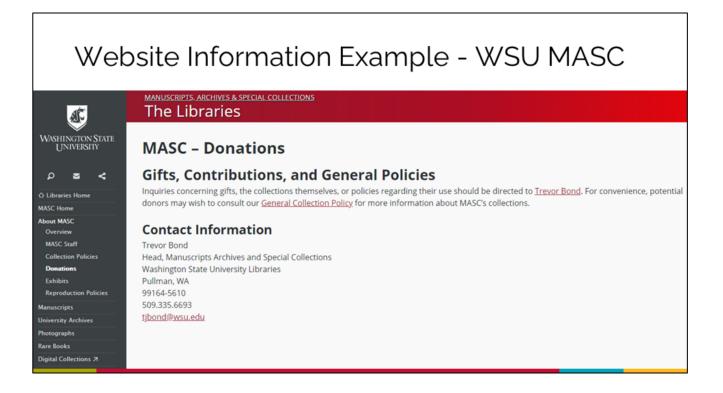- Retain and copy and give one to the donor

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

- 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.
- Minicons by Webalys
- *This template is free to use under Creative Commons Attribution license.*
- These slides contain changes to color scheme and content.

Using this Resource

The Digital Stewardship Curriculum is an Open Educational Resource created by the Center for Digital Scholarship and Curation.