## ARCHIVES DEED OF GIFT FORM

1. **Accession Number:** 
2. **Title of Collection:** 
3. **Volume (Size of Collection):** 
4. **Donor’s Name:** 
5. **Organization:** 
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6. **Address:**
7. **Transfer Statement:** I, the undersigned, ______________, hereby permanently and irrevocably donate and transfer all associated ownership, rights and interest that I possess in the archival materials donated as described in the attached Archives Accession Form to the CUNY Dominican Studies Institute’s Archives, hereafter referred to as “the Dominican Archives”. I understand that the retention, processing, preservation, location and use of the archival materials, or other considerations relating to their disposition (including return of non-archival materials or destruction in case of donor refusal to reaccept) are at the discretion of the Dominican Archives in accordance with its institutional policies and procedures. Archival materials accessioned by the Archives shall be accessible without restrictions for use by scholars, researchers and all persons having a need to use such materials in accordance with the Archives mission, policies and procedures; or subject to terms and conditions (if any) as described below.

8. **Title and Copyright Conveyance:** I represent and warrant that, I have full legal title and copyright in the donated materials and that such archival materials are transferred free and clear of liens, claims, liabilities and restriction of any kind (including restrictions as to use, attribution, exhibition and disposal) to the Dominican Archives.

9. In the event I do not have full legal title and copyright in some of the donated materials, I hereby transfer, convey and assign full legal title and copyright only to the archival materials that I personally own to the Dominican Archives subject to the following terms and conditions (if any):

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10. **Donor**

    I have received an explanation of all terms and conditions of this Deed of Gift and agree to them as indicated by my signature below.

    | Organization: | Name: Idilio Gracia Peña |
    |--------------|--------------------------|
    |              | Title: Chief Archivist   |
    |              | Signature:________________|
    |              | Date:____________________

11. **Witness:**

    | Signature: | Date:____________________ |

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Dominican Archives Deed of Gift Form, Rev. (04/16)