

Donation Agreement

Received From:

First Name	Last Name
Postal Address	
Telephone Number	Fax Number
Email	

The Liberty University Archives gratefully acknowledges the receipt of the following objects:

Collection Number (to be filled out by Archive Staff)	Accession Number (to be filled out by Archive Staff)
Description and Condition of the Object(s) – Please provide a description of the object(s) including their origin, history of use and any other relevant information. Use the back of the form if you need additional space.	
Restrictions	

I, the undersigned, being the lawful owner of the objects listed above, hereby transfer by gift/sale my full title to and interest in the same to the Liberty University Archives forever. The Liberty University Archive and Liberty University, Inc. shall hereafter have and retain exclusive and absolute physical ownership of the object(s). Copyright is transferred to the Liberty University Archive and Liberty University, Inc. and all moral and other rights of the Donor to the object(s) are extinguished unless otherwise indicated. Object(s) may be placed, loaned or disposed of in such a manner as the Liberty University Archive and Liberty University, Inc. may deem advisable in accordance with Archive policy.

In the event that the Object(s) cannot be retained by the Liberty University Archive, they are to be:
 Returned to the Donor, if known and available: _____ Sold for fundraising: _____ Transferred to the following institution: _____

Initials of Donor, Agent or Representative: _____

(SEAL)

 Owner's, Agent's or Representative's Signature

 Date

 Accepted on behalf of the Liberty University Archive

 Date