



Oklahoma Historical Society Gift Agreement

As established in the Research Division Collection Policy: A. All donations may be tax deductible; however, the Oklahoma Historical Society assumes no responsibility for evaluating donations. B. All donations are considered outright and unconditional gifts to be used at the discretion of the Oklahoma Historical Society. C. Because of the expense involved in housing, handling, maintaining, and exhibiting collections, loans cannot be accepted. D. All donations are subject to the approval of the Board of Directors of the Oklahoma Historical Society upon recommendations of the Collections Committee of the professional staff.

I hereby acknowledge that I have read the collections policy. I hereby give, grant, and convey the following items to the Oklahoma Historical Society to be administered in accordance with its established policies. By signing this gift agreement, I convey to the Oklahoma Historical Society physical possession and the right to copyright, exhibit and /or publish any material contained in this donation. I hereby certify that I am the true, rightful, and legal owner of the items listed herein and that none are subject to any liens whatsoever.

The Research Division has, on the assumption of title, the right to use the gift as deemed proper to the purposes of the division and to house, care for, and otherwise administer all materials in this gift to the best interest of both impartial scholarship and the donor, subject to the conditions specified below:

- 1. All material shall be available to any qualified researcher upon the approval of the archivists or librarians of the Research Division.
2. The literary rights of the donor and heirs to print quotations that embrace a part of the whole of the unpublished material in the gift are transferred by the donor to the Oklahoma Historical Society.
3. The Research Division has the right to make copies of the material by microfilming or by other processes, which do not infringe upon the copyright laws of the land.
4. If at any time, any portion of a gift is not deemed suitable for the purposes of the division, it may be disposed of at the discretion of the archivist or librarian, or it may be returned to the donor if specified in this agreement.
5. Materials donated may be digitized and made available online unless otherwise specified by the donor.

Donor (print) \_\_\_\_\_ Donor (signature) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

List items received:

Five horizontal lines for listing items received.

INTERNAL USE ONLY

RECEIVED BY: \_\_\_\_\_

INVENTORY INCLUDED: \_\_\_\_YES \_\_\_\_NO

GIFT AGREEMENT SIGNED: \_\_\_\_YES \_\_\_\_NO