

**De La Salle Lipa
College Learning Resource Center**

Lipasalliana Archives Memorabilia Collection

DEED OF GIFT

This deed of gift testifies to the agreement of the donation of the collection of materials and subsequent additions to that collection between the Lipasalliana Archives and the donor:

[Name of donor]

Donor wishes to remain anonymous

Donor credit line ["Gift of _____ (Batch _____)"]

The donor hereby assigns possession of legal title to the collection of materials described below and subsequent additions upon their physical transfer, including copyright and literary property rights to this material possessed by the donor, to the Lipasalliana Archives, for retention in the collection.

[Collection/Object Description]

Donor Name: _____

Address: _____

Phone: _____ E-mail _____

Signature: _____ Date: _____

ACCEPTANCE

Lipasalliana Archives gratefully acknowledge receipt of the above-described property and, with this acceptance, agrees to the above stipulations. It shall provide utmost care and maintenance of the above donation to the best of its efforts.

Received By

Date

*The Lipasalliana Archives considers all gifts of materials to be unrestricted. Items received as gifts are reviewed in accordance with the collection policy, and materials determined to be out of scope for our collections may be return, or discarded. Questions regarding this policy should be directed to the archivist (756-5555 loc. 257).

If the Lipasalliana Archives cannot add this gift to its collections at this time, I would like the materials returned to me. I will be responsible for picking up or shipping the materials.
(Please initial) _____