



**CITY OF AUSTIN**  
**Austin History Center ★ Austin Public Library**  
 810 Guadalupe, P.O. Box 2287  
 Austin, TX 78768-2287  
 Phone 512-974-7480, Fax 512-974-7483

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**DEED OF GIFT**

**DONOR SECTION (Please print or type clearly)**

DATE \_\_\_\_\_

Name \_\_\_\_\_

Company/Institution \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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Brief description of your donation

Types of materials \_\_\_\_\_

General subject/content \_\_\_\_\_

Approximate dates of materials \_\_\_\_\_

Your relationship to materials \_\_\_\_\_

Quantity \_\_\_\_\_

If one or more of the donated items do not fall within the Austin History Center collection guidelines, do you want us to:  
 \_\_\_\_\_ dispose of or transfer the materials to the appropriate location or institution? OR  
 \_\_\_\_\_ return the material to you

Would you like to receive written acknowledgement of your donation to the Austin History Center?  
 \_\_\_\_\_ yes \_\_\_\_\_ no

(Continue on other side)

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**COPYRIGHT INTERESTS**

Please read and initial one option:

\_\_\_\_ I represent and warrant that I am the owner of the copyright in all or some of the materials I am donating. (Please indicate below the materials for which you control copyright and the nature of your copyright control, e.g. sole/joint owner, heir, literary executor, trustee, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ I do not own or control the copyright in any of the donated materials.

\_\_\_\_ To the best of my knowledge the copyright interests are controlled by:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**COPYRIGHT CONVEYANCE**

If you have indicated that you own the copyright in some of all of the donated materials, please read and initial one option:

\_\_\_\_ I wish to transfer, convey and assign to the AHC and the City all copyright interests, including renewals and extensions to the copyrights, of the above-described donated materials.

\_\_\_\_ I do not wish to transfer or convey any of the copyright I own to the AHC or the City, but I give permission for the AHC and the City to make copies of the materials for AHC users according to the Fair Use Doctrine and to use the materials in AHC-sponsored exhibitions, displays and publications. Users wishing to publish reproductions may do so with the restrictions explained in restriction code \_\_\_\_ (indicate code number).

\_\_\_\_ I wish to retain copyright until (indicate date) \_\_\_\_\_ after which time all copyright interests, including renewals and extensions to the copyrights, of the above-described donated materials will be transferred, conveyed and assigned to the AHC and the City. Until that time users wishing to publish reproductions may do so with the restrictions explained in restriction code \_\_\_\_ (indicate code number).

I represent that I am the sole owner of the materials described above and that I have full right and authority to donate these materials to the Austin History Center ("AHC"). I hereby donate and convey to the AHC all rights, title, and interest that I possess to the materials described above. I understand that the location, retention and preservation of the materials, and other considerations relating to their use or disposition, will be made in accordance with AHC policies that the material may be made available for research on an unrestricted basis. I understand that the donations I am making are permanent donations. The City Of Austin does not advise donors on tax matters and suggests that donors direct any questions regarding donations as charitable contributions to the donor's tax advisor or an office of the Internal Revenue Service. The City Of Austin does not appraise donations but will make the materials available for appraisal upon the request of the donor.

**Donations are vitally important to the Austin History Center in its work to preserve the history of the community.  
Thank You**

\_\_\_\_\_  
Donor's Signature  
\_\_\_\_\_  
Donor's Title:  
\_\_\_\_\_  
(if donor is a company or institution)

\_\_\_\_\_  
Date

**STAFF SECTION** Receiving staff \_\_\_\_\_

Date Received \_\_\_\_\_

Comments:

AUSTIN HISTORY CENTER  
MEDIA COLLECTION  
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