



Gift Agreement

I/We _____ (Donor) acknowledge that I/we am/are the owner [of these materials] or representative of the donating organization. I/We also acknowledge that this is a legal, binding document subject to the following terms and conditions:

- I/We hereby permanently give the Congregational Library & Archives (CLA), all rights, title, and interest that I/we possess to the item or items detailed below under "GIFT." I know of no other claim, encumbrances, or other legal impediment to this gift.
- I transfer, convey and assign all rights that I/we possess to the CLA. Limits to this gift will be listed in "Additional Terms and Conditions."
- The CLA will follow industry standards regarding the care of the donated materials. . I/We acknowledge that industry standards may require the rearrangement, rehousing, or redescription of loaned materials. The CLA may use its discretion in the removal of materials not considered appropriate for retention in its collection.
- The materials donated will be available to all persons who use the CLA. Those granted access may make copies in accordance with CLA policies.
- The CLA is free to make as many copies of this material as is required for preservation purposes.
- In the event of any additions to this gift, all provisions of this document shall be applicable.
- I/We agree to provide a statement of proof of ownership if requested by the CLA.
- The CLA is unable to provide monetary appraisal or tax information regarding gifts.

GIFT: This section must be completed. Please describe the material being given: number of boxes or volumes, subject material, date range, as applicable (use back of form for more room if necessary):

Additional Terms and Conditions:

Donor Name _____ Title _____

Organization Name _____

Address _____

Phone _____ Email _____

I/We acknowledge that I/we have read & understand the terms and conditions in this document

(signature) Date ____/____/____

Congregational Library & Archives Representative _____ Date ____/____/____

Rec'd to Archive Office ____/____/____ by _____