



**MASSEY UNIVERSITY**  
ARCHIVES

**DEED OF GIFT**

Accession Number:

**1. DETAILS OF DONOR:**

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Contact Person (if applicable):	
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**2. DESCRIPTION OF DONATION:**

Please provide us with a brief description of the material being donated. If an inventory or catalogue is available, a copy of that would be much appreciated. Information about the history of the material can be provided under point 3 below.

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**3. HISTORY OF MATERIAL:**

It would be appreciated if you could provide us with information on the history (e.g. origin, creator/owner, use etcetera) of the material being donated. Please indicate if you would like us to treat this information confidentially.

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**4. RESTRICTIONS ON, AND CONDITIONS OF USE:**

The University Archives will adhere to the following restrictions on or conditions of use of the material. Please state the length of time that these restrictions or conditions need to be enforced. Please note that we cannot accept material which is closed or restricted in perpetuity.

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## Deed of Gift - 2

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### 5. OWNERSHIP AND COPYRIGHT:

The donor accepts that the donation to the Massey University Archives is final and irrevocable. On the physical or electronic transfer of the material to the University Archives, the material becomes the property of the University Archives. Where the donor is the copyright holder, copyright may also be transferred to the Archives, at the donor's discretion. Please indicate whether copyright is to be:

	1. Retained by the donor (in which case it will normally expire fifty years from the end of the calendar year in which the author or creator of the material dies), or
	2. Transferred to the Massey University Archives.

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	1. Returned to the donor, if this is possible within reasonable means.
	2. Transferred to the following institution: <input style="width: 300px;" type="text"/>
	3. Destroyed.

Material that has been accepted by the Massey University Archives will be preserved and stored according to accepted standards. As resources allow, the material will be catalogued and made accessible to researchers by means of finding aids. Depending on restrictions listed above under point 4, the material may be used in exhibitions or may be digitised and uploaded to our website or our online platform, Tāmiro.

### 6. SIGNATURE:

Please sign and return the form by email, or mail it to the address below.  
A copy of the signed Deed of Gift will be returned to you.

Signature: Donor	
Date:	
Signature: University Archivist	
Date:	