# Practices for U-M departments using this gift agreement template

This gift agreement template is designed for gifts when no copyrights are being transferred from the donor to the Regents of the University of Michigan. If copyrights are being transferred, there is a separate gift agreement template that should be used.

This gift agreement template is based on a [Model Deed of Gift](http://publications.arl.org/rli279/5) provided courtesy of the Association of Research Libraries, and adapted from a form developed at the University of Minnesota Libraries. It has been approved by the University of Michigan Office of General Counsel for use when working with donors of library, museum, and archival collections. If your unit or department uses this gift agreement template, the following considerations and practices are important to remember:

* If you use this gift agreement template, keep the signed copy. Ensure that your successors will be able to find it by processing it through the Office of University Development Gift and Records Administration and making sure a copy is imaged to the donor’s record.
* Any substantive changes made to the text of the gift agreement template, including during negotiations with donors, should be reviewed by the Office of General Counsel.
* If you use this template, remember to follow university and unit [policy regarding signature authority](http://spg.umich.edu/policy/601.24).
* If you have any questions about this gift agreement template, please contact the Library Copyright Office at [copyright@umich.edu](mailto:copyright@umich.edu).

Note: Your unit or department may have additional instructions or procedures related to gifts; consult them when available. The practices above are meant to describe a baseline; they are not intended to circumscribe department or unit practices.

# Gift Agreement

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Donor)

I irrevocably and unconditionally hereby donate and transfer to the Regents of the University of Michigan (“University”) tangible personal property described in Attachment A (the “Donated Materials”).

I understand and agree that disposition and use of the Donated Materials by the University will be at its discretion, in accordance with University policy and applicable law. Common uses include, but are not limited to, exhibition, display, digitization for preservation and access purposes, and making works available for research and scholarship.

I am transferring all rights, title, and interest in the physical Donated Materials. I hold none of the copyrights in the Donated Materials.

## Modifications

I agree that any modifications to this Gift Agreement must be in writing and signed by me and the University.

## Governance

I understand that the University will strive to use my gift for its intended purpose in accordance with University bylaws and policies, as well as applicable law. I understand that the University will administer my gift diligently in accordance with the requirements of this Gift Agreement, but if changes develop in the course of time, I understand that the University will use my gift as closely as possible to the purpose stated in this Gift Agreement, which shall be governed by Michigan Law.

## Signatures

I represent and warrant that I am the owner of the Donated Materials described in this Gift Agreement; that I have full right, power, and authority to give, transfer, and/or license the Donated Materials as described herein; and that the information I have provided is accurate.

Donor Name:

Address:

Email Address:

Phone:

Signature:

Date of Donation:

The University accepts the gift and transfer of the Donated Materials in accordance with this Gift Agreement.

**On Behalf of the Regents of the University of Michigan**

By: Date:

**[NAME]**

**[POSITION]**

# Attachment A: Donated Materials

Describe or list all Donated Materials.

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