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1. Special Collections hereby agrees to house as part of its collection any material included in this gift that falls within its collection development policy, and to make it available to researchers in a manner consistent with Butler University Libraries and Special Collections policy.
2. The donor hereby grants permission to be designated “donor” in any collection guide resulting from the processing of this material, and for his/her name and address to be released when necessary to researchers.
3. The donor hereby acknowledges that this gift constitutes a permanent transfer of ownership, and that (within the provisions of current U.S. tax code) Special Collections has the right to determine the appropriate disposition of gift material that proves to be outside of its collecting interests, or which duplicates materials already held in its collections. Any proceeds accruing from such disposition will be used to enhance Special Collections.
4. By accepting this gift, Special Collections and Butler University does not agree, either by statement or implication, to furnish an appraisal of the monetary value of the gift. Appraisals of gifts by recipient organizations are proscribed by federal statute and IRS regulations. If the donor wants an appraisal of the gift, he or she should either affix his or her appraisal to the gift, or have a third-party appraisal made prior to making the gift. Neither donor nor third-party appraisals are warranted by Special Collections. Special Collections can provide the donor with information on finding appraisers, but cannot recommend any particular appraiser due to conflict-of-interest issues.
5. Exceptions to Conditions 1-4 (if no exceptions are made, write “None” in the space below): _____

6. The donor acknowledges that he or she has not received any goods or services from Special Collections or Butler University Libraries in return for this gift.

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Signature of Donor

Date

Name of Butler University Libraries Representative

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