



**Algoma University Archives
Donor Form**

This form is designed to establish the terms of donations to the Algoma University Archives and to help identify the history of any item donated to the archive or digitized by the archive. Please fill out the form as completely as possible, if you are unsure about what information to include please ask a staff member. Donation does require the transfer of physical ownership, but does not require the transfer of copyright and any material donated will be appropriately maintained and credited in the archive.

Contact Information

First Name

Last Name

Email

Phone

Mailing Address

Street

City/Town

Province

Postal Code

Description

What material are you donating to the archive? Please be as specific as possible, include names, dates, physical description, dimensions, and any other information that can be seen when looking at the material. *E.g. Fifteen black and white photographs from 1950-1960. Photographs are of lake freighters on the Great Lakes and include names of identified people, places or things on the back of each photograph.*

Do you own this material? When and how did you acquire it?



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What is the history of the material? (Who made it? Who did it belong to? What does it relate to?)

What condition is the material in? Please note any damage, stains, or marks.

Any additional information you would like to share?

Do you wish to transfer physical ownership to the university?

If not then the donation will be returned. The university does not accept items on deposit.

Do you wish to transfer your copyright to the university?

If not, please indicate who will hold the copyright:

Can this material be used in educational displays?

Can this material be digitized and used online?

Signature of Donor: _____

Date: _____

Signature of University Librarian: _____

Date: _____