

## DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to the Tacoma Community College Archive (TCC Archive) the following materials:

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Description of Collection:

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The TCC Archive reserves the right to duplicate or to reproduce the above named materials. Some or all of the materials may be digitized and made publicly available in an online repository.

These materials and any future additions I may make to them shall be accessible to all persons, including the general public, subject to the rules and regulations of the TCC Archive, from the date of this gift subject to the terms and conditions stated below.

The Tacoma Community College Archive may use its discretion in disposing of materials considered inappropriate for archival retention. Unless other arrangements are made, the Tacoma Community College Archive will reassign or dispose of unwanted materials contained in a collection. Please return any unwanted materials to:

Additional terms and conditions [attach additional sheets if necessary]:

I have received an explanation of all terms and conditions of this Deed of Gift and agree to them as indicated. By signing this document, I am certifying that I have legal authority to donate the above named materials.

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**FOR ARCHIVE STAFF USE ONLY**

The Tacoma Community College Archive gratefully acknowledges receipt of this gift and agrees to abide by the above conditions. Donation is not accepted until this document is signed and dated by Archivist.