

APPENDIX B

CARONDELET CONSOLIDATED ARCHIVE  
DEED OF GIFT FORM

**Donor/Agent Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

The following property was acquired by the Donor/Agent on (date) \_\_\_\_\_ by (check one below):

Creator  Gift  Inheritance  Purchase  Transfer  Other \_\_\_\_\_

Creator/Collector's Name and Relationship of Donor/Agent to them (if you are acting on behalf of another individual or institution): \_\_\_\_\_

Description of Gift (including Provenance, if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement of Gift Provisions:**

I certify that I am the owner or agent of the items listed above. I hereby transfer legal ownership and physical custody of this material to the Carondelet Consolidated Archive as an unrestricted gift. I also relinquish any literary or intellectual property rights such as copyright that I may possess to the contents. I agree to make this material available to researchers and to allow the Archive to use the material in print and digital form, unless limiting conditions are specifically stated herein as follows:

\_\_\_\_\_  
\_\_\_\_\_

Any future gifts made by the Donor/Agent to the Archive will be governed by the same terms of this deed, and a list will be attached to this document, unless the Donor/Agent requests to fill out a separate form. The Archive reserves the right to dispose of unwanted items now and in the future.

\_\_\_\_\_  
Donor/Agent's signature

\_\_\_\_\_  
Date

The material described above was received by:

\_\_\_\_\_  
Archive representative's signature

\_\_\_\_\_  
Date