

Special Collections

615 McCallie Avenue
Chattanooga, TN 37403
www.utc.edu/library/special-collections

Deed of Gift

I hereby donate the collection described below to University of Tennessee at Chattanooga, as an unrestricted gift, and transfer to University of Tennessee at Chattanooga legal title, copyright, and literary property rights to the contents in as far as I hold them, except for any limiting conditions specifically stated below.

I agree that any materials in the collection which are not to be retained by the University of Tennessee at Chattanooga shall be disposed of by the University of Tennessee at Chattanooga as it sees fit or shall be returned to me or my designee if so stated below.

I acknowledge that to the best of my knowledge I have ownership of the items indicated, and the legal right to authorize this transaction.

Donor Information

First Name _____ Last Name _____

Address _____

City _____ State _____ ZIP _____

Email _____

Description of Gift

Conditions or Restrictions

Estimated Value

I understand that I may use this gift for tax purposes. Any valuation or appraisal made regarding this gift is my responsibility and not the responsibility of the University of Tennessee at Chattanooga.

- I do not wish to make a valuation of this gift for tax purposes.

- I wish to make a valuation of this gift for tax purposes in the amount of \$_____.
I understand that I will require further paperwork and will be placed in contact with the University of Tennessee at Chattanooga Office of Development. If there is an inventory of the collection made by an appraiser, this should be supplied with this Deed of Gift.

Copyright Interests

- I represent and warrant that I hold the copyright in all or all some the donated materials. Please indicate what portions of copyright you hold and the nature (sole/joint owners, heirs, literary executors, trustees, etc.):

- I do not hold copyright in any of the donated materials. To the best of my knowledge, copyright is held by:

Signed By

Donor

Date

Accepted By

University Designee

Date

Explanation of Deed of Gift

Deed of Gift is designed to assign legally to The University of Tennessee at Chattanooga materials which you as a donor are conveying to the university to be administered in accordance with its established policies. The Deed of Gift form constitutes the transfer of title and serves to define the terms of transfer.

Additionally, the Deed of Gift allows the University of Tennessee at Chattanooga to dispose of materials not retained. Often, this includes financial or health records or items with other confidential information such as social security numbers. Materials not retained are often shredded to protect the donor. You may request that materials not retained be returned to you in Conditions or Restrictions.

Donor Information

Records relating to an individual donor's contribution to the University of Tennessee at Chattanooga are confidential. These records will not be disclosed to others except with the consent of the donor, or as required by law.

Description of Gift

The "Description" portion of this section will be completed by a library representative. It will describe the material being donated and date received. Additional documentation, including inventories or box lists may be attached.

Conditions or Restrictions

Although placing restrictions on donated material is discouraged, the option of placing reasonable restrictions on access to materials or a portion of the materials is available to a donor. You may use this space to indicate limit the transfer of legal title, copyright, or literary property rights or to request that materials not retained will be returned to you.

Estimated Value

According to the Tax Reform Act of 1984, Section 155, deduction claims for a charitable contribution of property or properties to one or more charitable organizations, the total claimed value of which exceeds \$5,000, must include a written appraisal of the donated property from a qualified appraiser and be attached to IRS form 8283, signed by the donee, and enclosed with the tax return. The responsibility for appraising donations remains with the donor. The University of Tennessee at Chattanooga is unable to provide appraisals for tax or insurance purposes.