

## The Carl Albert Center Congressional DEED OF GIFT Gift of Historical Materials

1. I, \_\_\_\_\_ (hereinafter referred to as the **DONOR**), hereby give, donate, assign and convey to the Board of Regents of the University of Oklahoma (hereinafter referred to as the University), historical materials, as per attachment A (hereinafter referred to as Materials).
2. Title to the Materials shall pass to the University upon their delivery to the University, including any and all right, title and interest the **DONOR** may have in the copyright therein, U.S. or foreign.
3. Following delivery, the Materials shall be maintained by the University in the Carl Albert Center (hereinafter referred to as the Center). At any time after delivery, the **DONOR** shall be permitted freely to examine any materials during the regular working hours of the Carl Albert Center.
4. The Materials shall remain closed to the public until the collection is processed. During this time the Materials shall not be made available for inspection, reading, or use by anyone, except the regular employees of the Center in the performance of normal archival work on the Materials, and the **DONOR**, or persons authorized in writing by the **DONOR** to have access to such materials.
5. The University, acting by and through the Center, may dispose of any of the Materials which it determines, in its sole discretion, to have no permanent value or historical interest or Materials that are not included in the Center's collection policy. If in the sole opinion of the Center the Materials should be preserved in a different physical format, such as microfilm, the Center may perform the necessary processing and the original materials shall be disposed as the Center deems reasonable. The Materials may be disposed of at the Center's sole discretion; provided during the lifetime of the \_\_\_\_\_ if the **DONOR** so chooses, the Materials proposed for disposal shall be offered to the **DONOR**.

I, \_\_\_\_\_, would\_\_\_\_\_/would not\_\_\_\_\_ like to have the choice of reacquiring any materials that the University chooses not to retain. If the former and after receiving notification from the University offering to me said Materials proposed for disposal, I have not responded within six (6) months, it shall be deemed that I do not wish to reacquire said materials and the University shall dispose of them as it sees fit.

6. The **DONOR** shall provide his mailing address to the Center and will be responsible for notifying the Center of any future changes of address.
7. This deed of gift shall be binding on the parties, their assigns, heirs, and successors in interests.

AGREED on this                      day of                      , 20                      :

\_\_\_\_\_

**DONOR**  
Name and Title

\_\_\_\_\_

**Witness**

ACCEPTED for the Carl Albert Congressional Research and Studies Center on this                      day  
of                      , 20                      :

\_\_\_\_\_

**Michael H. Crespin**  
Director and Curator

\_\_\_\_\_

**Witness**

ACCEPTED for the Carl Albert Congressional Research and Studies Center on this                      day  
of                      , 20                      :

\_\_\_\_\_

**Joseph Harroz, Jr.**  
President

\_\_\_\_\_

**Witness**

### **Attachment A**

The following materials shall be included in the donation to the Carl Albert Center  
(attach additional documentation, inventories, or donation related materials):