



**Deed of Gift  
F. M. Johnson Archives and Special Collections**

DONOR INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Donation: \_\_\_\_\_ Accession Number (for staff): \_\_\_\_\_

The donation has been received by the F.M. Johnson Archives and Special Collections as a gift, and the owner or his agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives and conveys finally and completely, and without limitation or reservation, the property described below to the F.M. Johnson Archives and Special Collections and its successors and assigns permanently and forever, together with (when applicable) and copyrights therein and the right to copyright the same.

Description of Material:

Credit line (see #6):

Conditions governing gifts:

1. It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement.
2. Gifts to the Archives may be deductible in accordance with provisions of federal income tax laws.
3. The donor name on this form has not received any goods or services from the Archives in return for this gift.
4. The staff of the Archives is not permitted to furnish appraisals.
5. The Archives gratefully acknowledges your gift.
6. Please indicate on the form beside "Credit line" how you would like to be acknowledged in any news releases, exhibit labels, or other publicity regarding this donation.



- 7. All papers, not specifically designated Restricted, shall be Unrestricted. Restricted items must be listed below. It is specifically understood that news releases, speeches, newspaper clippings and like material of a public nature in the donated property are Unrestricted, even if found in boxes designated as Restricted.
- 8. The Archives may dispose of any materials considered to be routine or duplicative unless Donor indicates below.

List any restrictions here **with date or event** of full release of restriction.

I understand and agree that the North Park University Archives will determine the appropriate use, storage, and display practices with respect to the above-described materials. I understand and agree that any or all of the above described materials not retained by the F.M. Johnson Archives and Special Collections will be (choose one):

disposed of directly

returned to the donor

disposed of at the discretion of the Archives and in accordance with University policy

Signatures

Donor: \_\_\_\_\_ Date \_\_\_\_\_

The F.M. Johnson Archives and Special Collections hereby accept the property described above under the conditions specified.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Andy Meyer, Director of Archives and Special Collections

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