DEED OF GIFT
BETWEEN
[DONOR NAME]
AND THE
WALTER P. REUTHER LIBRARY OF LABOR AND URBAN AFFAIRS
WAYNE STATE UNIVERSITY

It is hereby agreed that the following terms will govern the gift of the records or papers of _________
(hereinafter referred to as the Donor) to the Walter P. Reuther Library of Labor and Urban Affairs,
Wayne State University (hereinafter referred to as the Repository).

The Repository will preserve and make available the records or papers to the Donor and, in
accordance with restrictions, if any, listed in paragraph 4 below, to researchers undertaking study of
the Donor or related topics.

In addition, the parties agree that:

1. The Donor transfers ownership of his/her records or papers to the Repository, including all copyright
   and literary rights, which the Donor holds in them.

2. The Repository shall furnish a copy of both a folder level inventory and/or a full descriptive guide of
   the records or papers (otherwise known as the collection) to the Donor, at a time when they are
   completed.

3. The Repository shall provide the following reference services to the Donor:
   a. Copies of requested records either in paper or in electronic format in reasonable numbers at no
      cost.
   b. Return of a portion of the original records for brief periods upon request.
   c. Repository shall answer requests for specific information in an expeditious manner.
   d. The Donor or authorized representative of the Donor shall have access to the records at any
      time during regular business hours.

4. The Donor, with the agreement of the Director of the Repository, or his/her designee, may restrict
   access to records or papers, in accordance with the normal application of the Repository's Rules for
   Use of Archival Materials.

   Restrictions, if any, pertaining to access to the collection:

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5. Subject to restrictions imposed herein, the Repository may dispose of any of the materials that it
determines to have no permanent value or historical interest, or are surplus to the needs of the
Repository.

- I request that impermanent/non historical and/or duplicate/surplus materials be returned to me.

_________________ (Donor please initial)

- I authorize the Repository to dispose of impermanent/non historical and/or duplicate/surplus
material.

_________________ (Donor please initial)

6. In accordance with federal law, the Donor is responsible for any financial appraisal of donated
papers for tax purposes.

7. Should the Donor give the Repository additional papers or records, all of the foregoing provisions of
this agreement shall be applicable to such additional papers or records.

8. It is agreed and understood by both parties that the Repository shall not be liable for any claim or
legal action resulting from the donation of records to it or any other action taken by the Donor
pertaining to the records covered by this agreement.

In witness whereof the following approval is given:

____________________________________  ______________________________________
For the Donor                                     For the Repository

____________________________________  ______________________________________
Date                                             Date