

Center for American War Letters Archives

Donation Form

Donated Material(s) is/are (please check one of the following):

Original Copy Both

1. Donor Contact Information

Name: _____ Today's Date: _____

Address: _____

Email: _____ Phone: _____

2. Additional contact and relationship to the Donor

Name: _____

Address: _____

Email: _____ Phone 1: _____

Phone 2: _____

Relationship to the Donor: _____

3. Donor Recognition

Yes, please acknowledge my gift with the following recognition wording:

Gift of _____

Yes, I give permission for my name to appear in the Leatherby Libraries Annual Report.

An acknowledgment letter for this donation will be sent to the address listed in Section 1.

4. Description of the Donated Materials

Number of items (approximately): _____

Description (e.g., letters, photographs, memorabilia, artifacts, service documents):

(Please complete Section 7 to include additional information about the Donated Materials.)

5. Source of the Donated Materials (Please attach additional sheet if necessary)

Please check one of the following:

I am the Author

It was given to me by the Author.

Please explain _____

It was given to me by someone other than the Author.

Please explain _____

Inherited (relationship to donor): _____

Purchased (e.g., estate sale, private seller, etc.): _____

Found (city and physical location): _____

Other Source, please explain: _____

6. Transfer of Ownership

The Donor hereby irrevocably donates and conveys to Chapman University, for the benefit of the Center for American War Letters and the Leatherby Libraries, all rights, title, and interest that the Donor possesses in the materials described in Section 4 (the “Donated Materials”), subject to the attached Terms and Conditions and to the intellectual property interests noted in Sections A and B.

A. Intellectual Property Interests

This section addresses the copyrights, literary rights, artistic rights, or patents (collectively, “Intellectual Property Rights”) that may be associated with the Donated Materials. Please check one of the following:

I control the Intellectual Property Rights for all of the Donated Materials.

I control the Intellectual Property Rights for some of the Donated Materials. Please specify here:

- I do not control the Intellectual Property Rights for any of the Donated Materials. To the best of my knowledge, the Intellectual Property Rights are controlled by (leave blank if unknown):

B. Transfer of Intellectual Property Interests

If you own the Intellectual Property Rights in some or all of the Donated Materials, please select *only one* of the following.

- I irrevocably transfer, convey, and assign to Chapman University all Intellectual Property Rights for the Donated Materials. By checking this box, the Donor warrants that no other party has (i) any ownership, use or possessory rights in the Donated Material, and (ii) any current or future rights to reproduce, distribute copies, make derivative works of, publically display or perform the Donated Materials.
- I hereby grant Chapman University, and its employee authors and respective publishers, a no-cost, perpetual, nonexclusive, worldwide right to use, reproduce, transmit, display, perform, publish, broadcast, prepare derivative works and distribute the Donated Materials. By giving this permission I understand that I retain any copyright and related rights I may own.

7. Additional Information about the Letter Writer, His/Her Correspondence, and any Related Materials

i. Name of the letter writer:

(If more than one, please attach an additional sheet for each writer.)

ii. Number of correspondence (letters):

(Estimate if necessary.)

iii. In which war(s) was/were the correspondence written:

(Pre- and post-war letters that relate to a specific conflict can be included.)

iv. Date(s) of correspondence:

v. If relevant, please describe additional Donated Materials:

(Including: photos, medals/awards, souvenirs, self-published books, etc.)

vi. Please provide biographical information about the letter writer:

(Attach any existing biographical information to this form. If known, please include birthplace, schools attended and in which cities, other places the letter writer lived.)

vii. Please provide any additional information about the donation and specific letters within the donation:

(Including: condition, location of originals if photocopies donated, correspondence that should be noted or, within a larger collection, a specific letter or letters that are particularly historical, fascinating, descriptive, etc.)

viii. How did you hear about the Center?

Signed (Donor): _____ Date: _____

TERMS AND CONDITIONS

1. Donor expressly represents and warrants to Chapman University that he or she is the sole owner of the Donated Materials and/or that Donor is fully authorized to give the Donated Materials to the University.
2. Subject to the intellectual property interests noted in Sections 6A and B, Donor acknowledges that upon execution of the Donation Form, the Donated Materials irrevocably become the property of Chapman University. The display, use, maintenance, and disposition of the Donated Materials are at Chapman's sole discretion.
3. Donor represents and warrants that there are no claims, judgments, liens or other encumbrances of any kind whatsoever against the Donated Materials.
4. Chapman University does not advise donors on tax matters and suggests that Donor direct any questions regarding donations as charitable contributions to Donor's tax advisor. Donor shall be responsible for obtaining an appraisal of the Donated Materials if required.
5. Donor will defend, indemnify, and hold Chapman University harmless from claims or allegations arising from or relating to conduct that would be a breach of Donor's warranties or representations herein if established.

Internal Use:

Accepted by: _____

Notes: _____
