



The Institute on World War II and the Human Experience
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DEED OF GIFT FORM

Donor Name:

Collection name:

Address:

Accession Number (Institute will assign):

Telephone/E-mail:

Brief Summary of Collection:

(& includes any future donations of materials)

Institute Purpose: To collect, preserve, and make available the social history and human experience of the World War II era.

This deed form accomplishes two objectives:

- First, it establishes our permanent ownership of the physical gift (diary, letters, photos, book, artifact, etc.) so that we can feel free to invest Institute funds to record, properly containerize and process the donation for educational use.
- Second, it establishes the status of literary rights:

Literary Rights: All self-generated materials (e.g. letters, photos, diaries, etc.) have literary rights, owned either by the creator or designated heir(s). Possession of literary rights enables the Institute to provide researchers, students, and teachers access to the materials without having to contact you or your heirs. For this reason, we ask donors to transfer to the Institute literary rights of unpublished, self-generated materials.

If YOU possess literary rights, please select one of the following choices:

- I assign and convey all literary rights of the above described donation to the Institute on World War II and the Human Experience and The Florida State University.
- I do not grant literary rights to the Institute on World War II and the Human Experience, however, the Institute may use my donation for non-profit publicity purposes (e.g. brochures, news articles, the Institute's Web page, exhibitions)
- I do not grant literary rights (please provide contact information on reverse side).

Restrictions or Conditions (State in specific terms or indicate None):

I give title of the above described physical material to The Institute on World War II and the Human Experience and The Florida State University. I agree that the materials may be used in accordance with the Institute's purpose and that non-archival material may be disposed of at the Institute Director's discretion. The only restrictions or conditions I wish the Institute to abide by are stated above in Restrictions and Conditions.

Donor's Signature _____

Date _____

(Required)

*** Please Continue to Reverse Side ***

(Revised: March 2, 2006J)

Creator of Collection:

Name:

Date of birth:

Date of death:

Relationship to donor:

Have you donated any WWII materials or copies to other repositories? Yes_____ No_____
If yes, please list those repositories & what you donated:

If you did NOT assign literary rights to the Institute on World War II and the Human Experience, or you placed restrictions that necessitate the approval of you or your heir(s), please provide contact information for yourself and your heir(s) or trustee(s).

Primary contact:

Name:

Secondary contact:

Name:

Address:

Address:

Telephone/E-mail:

Telephone/E-mail:

Please add any additional information relevant to your donation to us:

STAFF USE ONLY BELOW THIS LINE

Receipt of the above described material is acknowledged for and in behalf of The Institute on World War II and the Human Experience and The Florida State University.

Staff signature/title: _____ Date _____

**A Brief Explanation as to
Why the Institute Asks for Literary Rights**

We realize that many people can be confused regarding literary rights, as it is a complicated issue. Our Senior Archivist has taken an extensive workshop on these issues and we hope this will explain it more thoroughly.

Definition of Literary Rights and How Long it Lasts

Anything that you create, whether it is a letter, diary, manuscript, poem, photo, or even a letter or a email to us, is protected under literary rights, i.e. copyright laws. The copyright symbol © does not need to be attached. When something is published, (e.g a book or magazine article), then a researcher, student, teacher can quote a limited amount, as long as they properly cite it and it is used for educational purposes (commercial purposes require permission from the creator or literary rights/copyright holder). If, however, the materials are not published, (e.g. a personal memoir, letters, a diary, or photographs) then no one can quote from them for any purposes, without your permission. And, this protection remains until seventy years after your death. Thus, if for example, letters, or a manuscript, are written by someone who participated in World War II and he/she does not die until 2015, these materials could conceivably remain unused for 150 years after the end of World War II, unless their heirs can be easily located. (For complete information about copyright, see <http://www.copyright.gov>).

What We Ask of You

Thus, we would like to encourage you to give the Institute literary rights to your materials. By doing so, the Institute can allow complete and uninhibited use of original, unpublished materials for students and researchers. Everyone who uses our collections has to complete and sign an agreement with us, stating that they will abide by all copyright laws, that they will not publish anything without our permission, and that they will properly cite all materials used. Thus, we are doing everything we can to protect materials from unlawful use.

If You Are Planning on Publishing Your Materials

We realize that many of our donors may wish to seek publication of their personal letters or memoirs and we are willing to work with you, while at the same time giving access to future students and researchers. We do not want to impede the likelihood of your placing all or part of your materials in a publication. So, would you please contact our Senior Archivist, Ms. Joan Denman, so that we can work out appropriate wording under the Restrictions section on the Deed or Terms of Use Form.

If You Have Materials in Your Collection from Other People And/OR Materials that are Published

We are **not** asking for literary rights to materials from other people, but if you possibly have an address for them, we will attempt to contact them. Nor, are we asking for permission for news articles or other published materials, books, nor Government documents, or official photographs. Your granting us literary rights will only cover those items in your collection that you created and that have **not** been published.

Regardless of whether you grant literary rights to the Institute, or place any restrictions on use of the materials, you must sign at the bottom of the Deed, on the first page, if you wish the Institute to keep your materials.

If you have any questions, please do not hesitate to contact our Senior Archivist, Ms. Joan Denman, or another staff member, at 850-644-9033 or email: ww2@ww2.fsu.edu