



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

University of Central Arkansas Archives Donor Agreement

Donor Contact Information

Name:

Date:

Mailing Address:

Email Address:

Telephone Number:

Title and Brief Description of Items to be Donated



Type(s) of Donated Materials (photographic prints, letters, drawings, writings etc.)

Accruals (please list deposit dates of additional materials to be added to the collection if applicable)

Donor Relationship to Materials (creator, owner, finder)

Separated Materials

- The University of Central Arkansas Archives may dispose of separated materials
- The University of Central Arkansas Archives must return any separated materials to the donor



Donor Method of Acquisition

- Gift
- Found
- Purchase
- Creator

Born Digital File Privacy

- I give the University of Central Arkansas Archives permission to engage in decryption work on my born digital files
- I do not give the University of Central Arkansas Archives permission to engage in decryption work on my born digital files
- Not applicable

Transfer of Ownership

The undersigned agrees to transfer ownership and physical custody of the above-described materials to the University of Central Arkansas upon signing this agreement. The University of Central Arkansas Archives agrees to be ethical stewards of the donated materials by arranging, describing, preserving, and making materials available for research use. The University of Central Arkansas Archives generally will not accept materials without a transfer of ownership, special considerations will be given where appropriate.

Access to the Collection

The University of Central Arkansas Archives accepts materials that will be made available for research use. The University of Central Arkansas Archives does understand that restrictions on materials are sometimes necessary and appropriate. Student records, financial records, medical records and third party legal cases are all subject to federal and state privacy laws. The University of Central Arkansas wishes to make donors aware that the University of Central Arkansas ingests all materials with the intent to make them digitally accessible in the online catalog for the University of Central Arkansas Archives.



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Separations

The University of Central Arkansas Archives can only collect and make available materials that fall within the collection scope of the archives. The University of Central Arkansas Archives will make every effort to identify out of scope material as early as possible in the donation process; it is possible that out of scope materials may be identified later in the process. The donor may indicate what they would like to happen to the separated materials, if no designation is made the University of Central Arkansas Archives will securely dispose of the separated materials.

Transfer of Intellectual Property Rights

The undersigned agrees to transfer ownership of intellectual property rights to the University of Central Arkansas. The University of Central Arkansas Archives generally will not accept materials without a transfer of intellectual property rights, special considerations will be given where appropriate.



Born Digital Materials

The University of Central Arkansas Archives wishes to make the donor aware that digital materials require special considerations. Digital media may contain passwords, browsing history, and copies of files that may appear to have been deleted. The University of Central Arkansas Archives wishes to make the donor aware that conversations about sensitive information contained in large blocks of email files, disk imaging, and password protection may need to be conducted with the donor and the archival staff.

All digital materials intended for donation will be required to undergo a preliminary survey by the archival team; the donor may help this process by creating a preliminary inventory. These surveys may be done in person or virtually. The University of Central Arkansas requires donors to provide information about the primary creators of the born digital materials.

The University of Central Arkansas Archives asks that the born digital materials are not copied before they are donated to the archives, this helps us keep the original contextual information intact.

The University of Central Arkansas reserves the right to copy or capture born digital files for preservation and access purposes, store files in both cloud bases and physical preservation systems, and securely delete born digital files in accordance with current digital preservation best practices.

The University of Central Arkansas Archives is unable to look for privacy issues in the born digital materials but will be responsible for restricting legally protected private files.

Due to the limits on storage space for digital materials, quantity limits may be placed on digital file donations. The donor is responsible for making sure all digital file donations are within the scope of collection of the University of Central Arkansas Archive and that all sensitive materials have been removed before donating; any digital materials not within the scope will be disposed of.

The University of Central Arkansas Archives is able to ingest materials via USB drives, hard drives, or cloud storage transfer. The University of Central Arkansas Archives reserves the right to transfer born digital materials from their original media, normalize born digital media, make copies of born digital materials for access and preservation purposes, break passwords, and crawl and collect social media and webpages. The University of Central Arkansas is not able to ingest and make available any media that is inaccessible.



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Donor Recognition Permissions

I would like to be acknowledged in the University of Central Arkansas Archives Annual Report

I would not like to be acknowledged in the University of Central Arkansas Archives Annual Report

Donor Print

Date

Donor Signature

Date

Archivist Print

Date

Archivist Signature

Date
