Gift Agreement

I, ____________________________ [Name of Donor] (“the Donor”), do hereby give to the Rare Books and Special Collections Library of the American University in Cairo (“the Library”) the papers and other items described as follows, collectively referred to as “the materials” (attach appendix as necessary): ______________

I certify that I am the sole and absolute owner of the materials, and that no other individuals or institutions have a claim to the materials.

I assign to the Library all copyrights, literary, or artistic rights which I have in the materials.

The Library will preserve, arrange, describe, catalog, and provide access to these materials in accordance with standard library and archival procedures. The Library may discard or transfer portions of the materials which are duplicative or inappropriate for the Library’s holdings.

The materials will be open for research in accordance with the Library’s regulations and procedures (including limiting access for preservation or other reasons), subject to the following restrictions required by the Donor (indicate portion of materials, period of time, etc.; attach appendix as necessary): ______________

The Library may exhibit, digitize for internet display, or publish the materials.

The terms of this agreement will cover all additional transfers of materials by the Donor unless amended by a specific addendum.

Donor's Signature ____________________________ Date ________

For the American University in Cairo Rare Books and Special Collections Library:

________________________________________ [Name and Position Title]

Signature ____________________________ Date ________