

Area 12 Archives

DEED OF GIFT – Delaware Area General Service Assembly, Inc. (DAGSA)

I, the undersigned Donor, donate and convey the following material to the Delaware Area General Service Assembly, Inc., a Delaware non-profit corporation, for the use by the Delaware Area General Service Assembly of Alcoholics Anonymous (“Area 12 Archives”):

Description of Donated Material: _____

This Donated Material, and any future additions I may make to it, shall be preserved, organized and made available for research and related uses in accordance with the Area 12 Archives Guidelines. The Area 12 Archives may display any Donated Material with or without attribution, as may be appropriate, in the sole discretion of the DAGSA. The Area 12 Archives staff may use the Donated Material, and/or digital surrogates, for presentations or offsite exhibitions at events held within Alcoholics Anonymous. The DAGSA also may convert the Donated Material into a new medium, for example, a hand written letter may be scanned and converted into a digital file and used in the new format. Area 12 Archives, in its sole discretion, is authorized to dispose of the Donated Material outside of its Collection Scope and/or material deemed to be not of enduring historic value, in accordance with the Area 12 Archives De-accession Policy.

I transfer, convey and assign any literary and copyright rights, title and interest that I possess to the contents of the above described Donated Material (including future additions I may make to it) to Area 12 Archives within the limits, if any, stated below.

Additional Terms and Conditions: I affirm that I have the authority to donate this Donated Material and agree to all terms and conditions of this Deed of Gift.

DONOR INFORMATION:

Name: _____

Address: _____

Signature: _____

Email: _____

Date: _____

Receipt of the material listed above by Delaware Area General Service Assembly, Inc., a Delaware non-profit corporation, for the use by the Area 12 Archives is hereby acknowledged and accepted. Delaware Area General Service Assembly, Inc.

By: _____

Signature: _____

Date: _____

Deed of Gift Addendum for collections with electronic records. The Donor acknowledges that the Area 12 Archives acquires the Donated Material with the intent of making it available for an indefinite period of time. The Area 12 Archives may need to transfer some or all the Donated Material from the original media donated to new forms of media to ensure its ongoing availability and preservation. The Donor grants the Area 12 Archives rights to make preservation and access copies of Donated Material in the collection and to make those copies available for use, in accordance with Area 12 Archives policies. The Area 12 Archives may need to digitize or migrate Donated Material provided in electronic content or transfer such content from original storage media as donated to another storage device (e.g., hard drive, CD, DVD, USB). In the process of undertaking the above tasks, deleted files or file fragments, pass-words, encrypted and personal information may be discovered. The Area 12 Archives will not retain, preserve or provide access to any data or personal information discovered as a result of the above described processes.

Material Not Retained by the Area 12 Archives The Area 12 Archives reserves the right to reject data transfers at any stage of processing. In the event that the Archives locates duplicative content within the collection or content that is not of enduring historical value, the Archives may remove, discard and/or destroy said material. The Archives will not knowingly accept any content deemed unsafe or dangerous (i.e., various types of computer viruses or malware) and reserves the right to destroy Donated Material containing such.

Please indicate if donated media carriers for born digital content should be returned.

Yes, return to Donor.

No, the Area 12 Archives may destroy media after content has been migrated to new storage media. I, _____, understand and agree to the terms and conditions outlined in this Deed of Gift

Addendum. Signature of Donor: _____

Date: _____