



**SWENSON SWEDISH IMMIGRATION
RESEARCH CENTER**

639 38th Street p 309.794.7204
Rock Island, Illinois 800.798.8100
61201-2296 f 309.794.7443

swensoncenter@augustana.edu
www.augustana.edu/swenson

PUBLISHED MATERIAL DEED OF GIFT

Please fill out form and email, fax, or mail to the Swenson Center with or prior to your materials for donation. ***We must have this form in order to accept your donation.***

Name _____ **Date** _____
Address _____
City _____ **State** _____ **Zip** _____
Phone _____ **Email** _____

Materials that support and fit our collection development policy and collection may be added to the collection. Remaining items may be donated to other libraries, programs or individuals, and in some cases may be discarded. In order to keep all materials in order as best suits the needs of our library’s users, we cannot provide separate or special shelving of any items.

I/we understand the conditions described above, and hereby make a gift of and assign to Swenson Swedish Immigration Research Center the materials donated.

Description of gift:

Number of items donated:

_____ Total
_____ Books
_____ Videos
_____ Periodicals
_____ Other, please describe: _____

By my signature below, I accept the foregoing conditions and acknowledge reading any attached information.

Donor signature _____ **Date** _____

Staff member signature _____ **Date** _____

For internal use
Accession #:

EXPLANATION OF DEED OF GIFT

The purpose of this agreement is to indicate transfer of ownership to the Swenson Center and to assist the staff in determining your wishes as a donor.

We strive to make all of our collections open and available for research and appreciate unconditional donations. We also recognize that donors may wish to restrict access to some items for a specified time. We ask that you make your wishes known to us in writing prior to submitting this form.

Please note that not every item in a collection is of sufficient historical value to warrant the cost of permanent retention. The archivist/librarian must review the contents of each collection to determine what material is of truly substantive nature and what items are duplicative.

We appreciate your donation and understanding of these policies at Swenson Swedish Immigration Research Center.

*Please consider including a monetary donation along with your materials, if you are able. The cost of storing, preserving, and making collections available for research in perpetuity is very high. **Thank you for your consideration.***



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