Corette Library
Donor Loan Form

I, the undersigned, hereby loan to Carroll College the following materials to be digitized, copied, and added to the Carroll College Archives:

Description: _____

_____

_____

_____

Date material received: _____

The Corette Library agrees to digitize, copy, and preserve these copies in the Archives, and, if appropriate, the Digital Archives. We aim to return materials to donors as quickly as possible, though this depends on the amount of materials to be digitized and/or copied, as well as the availability of library staff to process the materials.

Materials added to the collections shall be accessible to all persons qualified to use materials in the College collections, subject to the terms and conditions, if any, stated below.

Terms and Conditions: _____

_____

_____

Loaner's Signature: _____ **Date**: _____

Loaner's Name and Address (please print): _____

_____

_____

_____

Telephone: _____ **Email**: _____

Copyright Interests

I represent and warrant that I control the copyright in some or all of the donated materials. (Please indicate the materials for which you control the copyright and the nature of your copyright control, e.g., sole/joint owner, heir, literary executor, trustee, etc.).

□ I do not control copyright in any of the donated materials.

□ To the best of my knowledge, the copyright is controlled by:

Name: _____ **Telephone/Email**: _____

Address: _____

_____

_____

_____

I represent and warrant that I am the sole owner of the materials described above and that I have the full right, power, and authority to loan the materials to the College. I have received an Explanation of all terms and conditions of this Donor Loan Form and agree to them. I acknowledge that the information I have provided is accurate.

Carroll College gratefully acknowledges this loan and agrees to the terms and conditions outlined above.

Carroll College Corette Library representative (signature): _____

Name: _____ **Date**: _____