

Virginia Area Committee Archives
1320 Ohio Street, Suite C, Waynesboro, VA 22980
(540) 943-8003
archivist@aavirginia.org

Deed of Gift

I, the undersigned Donor, donate and convey the following material to the Virginia Area Committee of Alcoholics Anonymous, for the use by the Virginia Area Committee Archives (“VAC 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 VAC Archives access and use policies.

The VAC Archives may display any Donated Material in its onsite exhibit room with or without attribution, as may be appropriate, in the sole discretion of the VAC. The VAC Archives staff may use the Donated Material, and/or digital surrogates, for presentations or offsite exhibitions at events held within Alcoholics Anonymous. The VAC also may convert the Donated Material into a new medium, for example, a handwritten letter may be scanned and converted into a digital file and used in the new format.

VAC 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, as approved by the Archives Committee.

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 VAC 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: _____

Email: _____

Signature: _____

Date: _____

Receipt of the material listed above by the Virginia Area Committee of Alcoholics Anonymous, for the use by the VAC Archives is hereby acknowledged and accepted.
Virginia Area Committee Archives

By: _____

Signature: _____

Date: _____

Please also see Deed of Gift Addendum, page 3.

Deed of Gift Addendum for collections with electronic records

The Donor acknowledges that the VAC Archives acquires the Donated Material with the intent of making it available for an indefinite period of time.

The VAC 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 VAC 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 VAC Archives policies.

The VAC 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, passwords, encrypted and personal information may be discovered. The VAC 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 VAC Archives

The VAC Archives reserves the right to reject data transfers at any stage of processing. In the event that the Archives locates duplicate 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 (eg a usb or flash drive) should be returned.

- Yes, return to Donor.
- No, the VAC 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.