



Special Collections Donation Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Agency/Organization Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please indicate the type of materials you are donating:

- Photographs
- Books
- Journals
- Family papers or letters
- SSU memorabilia
- Historical documents
- Other: \_\_\_\_\_

Are you the legal owner of the material?

- Yes
- No
- Legal Agent: \_\_\_\_\_

Does the donation contain any type of sensitive materials (e.g. financial records, social security numbers, student records, etc.)?

- Yes
- No

Please briefly describe the items you are donating on the next page. Provide a description of your donation including quantity, significant names, dates, locations relevant to the items(s) and why the item(s) is/are relevant to Savannah State’s historical development. Include biographical, historical, or any other information available to identify the person, family, or organization that created or compiled the collection.

Item	Description

**I/we hereby transfer and deliver all of my/our rights, title and interest in and to the property described below to the Asa H. Gordon Special Collections of Savannah State University as an unrestricted gift. It is with the understanding that the Asa H. Gordon Special Collections does not assign monetary value to gifts and/or donations.**

**I have read, understand, and agree to abide by the conditions outlined.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



The Asa H. Gordon Special Collections of Savannah State University hereby accepts and acknowledges as an unrestricted gift, the collection or item(s) described below and agrees to administer it/them in accordance with its established policies

Accepted By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_