



## Donation Agreement

(This is a fillable document)

### Contact Information:

Name:

Mailing Address:

City:

Province:

Postal Code:

Email:

Phone:

### Donation Type (check all that apply):

legal documents

newspaper/magazine/bulletin

family records

published work (e.g., book)

unpublished work (e.g., manuscript, etc.)

memoirs

literary productions (e.g., research notes,  
speeches, etc.)

photographic images/media

other (please specify):

organizational/institutional/club records

correspondence (e.g., letters)

printed material (e.g., awards, pamphlets)

financial documents

maps, charts, diagrams

audio recordings

video recordings

## Provide a description of the records to be donated:

**For archival records:** This description should include information on the creator (individual or organization), type of records being donated (e.g., dvd, documents, photographs), time period covered by the documents, and history of the records.

**For published works (e.g., books):** Please provide a list of book titles, their author, and date of publication.

## TERMS AND CONDITIONS OF DONATION

1. A donation is the permanent transfer of custody and control of material from the donor to the Canadian Polish Research Institute (thereafter CPRI).
2. An appraisal of the donation will be conducted by CPRI volunteers/Board Members. The donation will be appraised for its long-term historical, evidential, and/or information value in accordance with the CPRI's mandate and policies. Items that do not fit our collection policy will be:

Returned to the donor      **or**       Disposed of      *Initial:* \_\_\_\_\_

Where a donor has requested the return of unrequired items, CPRI volunteers will attempt to contact the donor and/or secondary contact person for 3 weeks, after which the items will be disposed of at the CPRI's discretion.

3. Unless otherwise agreed, records donated to the CPRI are done so with open public access. Any access concerns requiring restrictions on public access will be discussed and agreed to by the Donor and the CPRI.

Items in this donation are:

Open to Public Access      or       Include Restricted Items    **Initial:** \_\_\_\_\_

If a restriction is placed on the item(s) please indicate what this restriction is:

4. The donor (select all that apply):

transfers ownership to the CPRI and provides permission to the CPRI to digitize and make available published works (e.g., book) or unpublished works (e.g., diary) to which the donor has copyrights. (*Please provide a list of these works.*)    **Initial:** \_\_\_\_\_

\_\_\_\_\_ transfers ownership and provides permission to the CPRI to digitize and make available primary works to which the donor has copyrights.    **Initial:** \_\_\_\_\_

\_\_\_\_\_ transfers ownership but does not provide permission to the CPRI to digitize and make available published works (e.g., book) or unpublished works (e.g., diary) to which the donor has copyrights.  
(*Please provide a list of these works.*)    **Initial:** \_\_\_\_\_

\_\_\_\_\_ transfers ownership but does not provide permission to the CPRI to digitize and make available primary works to which the donor has copyrights.    **Initial:** \_\_\_\_\_

\_\_\_\_\_ transfers ownership of materials to the CPRI, which the donor does not have copyrights to.    **Initial:** \_\_\_\_\_

5. The donor agrees that at the discretion of the CPRI, digital or alternate reproductions of the records may be created and made available to the public.    **Initial:** \_\_\_\_\_

Print name:

Date:

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