



Transfer Agreement

Agency Information

Agency: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Alternate Contact (name, phone, email): _____

Description of Materials (attach a separate list if needed)

Repository

I hereby transfer these materials to the following repository and Edith Garland Dupré Library, University of Louisiana at Lafayette (choose one):

- Special Collections – University Archives and Acadiana Manuscripts Collection
- Special Collections – Cajun and Creole Music Collection
- Ernest J. Gaines Center

Access

I acknowledge that these materials will be utilized for scholarly, educational, and historical uses in accordance with accepted library and archival practices and policies. I agree and understand that such uses may include, but are not limited to scholarship and private study, promotion of Library and University programs and services, exhibits/displays, and reformatting or digitization for preservation and access.

- I grant to the above repository and Edith Garland Dupré Library, University of Louisiana at Lafayette the right to make these materials available for research on an unrestricted basis.
- I grant to the above repository and Edith Garland Dupré Library, University of Louisiana at Lafayette the right to digitize these materials and to publish the digital surrogates online in University of Louisiana at Lafayette's institutional repository and the Louisiana Digital Library.

Limiting Conditions or Restrictions for Donation

Sensitive materials identified at the time of transfer, or discovered by personnel of the above repository during processing, may be restricted to protect my privacy or others.

Transfer of Ownership and Transfer of Copyright

I understand that upon signing this Transfer Agreement, physical property rights and legal title of the materials described above are hereby assigned/transferred to the above repository and Edith Garland Dupré Library, University of Louisiana at Lafayette.

For copyright transfer, please select one of the following:

- Any and all copyrights held by the Agency are transferred to Edith Garland Dupré Library, University of Louisiana at Lafayette.
- The Agency retains any and all copyrights owned in the transferred materials, until

_____.

Thereafter, copyright shall be the property of Edith Garland Dupré Library, University of Louisiana at Lafayette.

- The Agency retains copyrights owned in the transferred materials and does not intend to transfer copyrights to Edith Garland Dupré Library, University of Louisiana at Lafayette.

In accordance with U.S. copyright law, users must obtain permission from copyright holder(s) prior to use of materials for reproduction and/or publishing.

Disposition

Items not retained during the initial processing or future appraisal by the above repository and Edith Garland Dupré Library, University of Louisiana at Lafayette shall be:

- Returned to Agency
- Discarded
- Other _____

Signatures

I understand and agree to the terms and conditions described herein:

Agency Representative, Print

Signature

Date

I accept this transfer on behalf of the above repository and Edith Garland Dupré Library, University of Louisiana at Lafayette:

Department Head, Print

Signature

Date