

Mailing Address
Meher Archive Collective
PO Box 18908
Asheville, NC 28814
archives@meherarchive.org

Physical Address
Meher Archive Collective
53 Red Oak School Road
Weaverville NC 28787

ARCHIVAL DONATION AGREEMENT

This Agreement is entered into this _____ day of _____, 20____, between the Meher Archive Collective of Weaverville, North Carolina, referred to as "MAC", the recipient, and _____, referred to as "DONOR".

1. DONOR hereby donates to MAC a collection consisting of the following:

- 1(a). DONOR is providing a detailed inventory attached as "Addendum A" (___ YES ___ NO).
- 1(b). Any future donations will go under the initial collection and follow this DONOR's Agreement unless otherwise requested by DONOR.

2. NAME OF COLLECTION (The Collection will be known as):

3. HISTORY OF ITEMS (also known as Provenance):

- 3(a). DONOR received the Collection from the following person(s):

- 3(b). DONOR is providing a detailed history attached as "Addendum B" (___ YES ___ NO).

4. INTELLECTUAL PROPERTY AND COPYRIGHT TRANSFER: If not relevant to your collection, please skip this section. In the event that your collection contains items which you created, and thus have a copyright, DONOR transfers that copyright to MAC. This would include photographs, manuscripts, artworks, and other unique creations made directly by DONOR(s). Please discuss this with MAC if you are unclear whether this section applies to your donation.

5. GUARANTEE OF OWNERSHIP: DONOR promises that, to the best of their knowledge, DONOR has sole ownership of the physical items in the Collection, and DONOR has the full right, power, and authority to transfer the Collection to MAC.

- 6. DIGITAL RIGHTS:** DONOR gives MAC full right to use digital copies of the items within this collection in MAC publications such as the website, newsletter, or online catalog. If digital copies of collection items do not exist at the time of donation, MAC will create them both for usage and digital preservation purposes.
- 7. DONOR RIGHTS:** The following conditions dictate use of the Collection by DONOR for as long as the Collection is held by MAC:
- 7(a). DONOR may access the Collection during MAC's normal business hours, consistent with MAC practices and procedures governing access by the general public.
- 7(b). DONOR may be given copies of digital scans of the Collection once they are completed, either on an archival DVD, flash drive, or by email.
- 7(c). DONOR may receive a physical copy of some materials, such as documents, photographs, or letters. This will be done with best archival practices and sent to DONOR by mail if DONOR cannot pick it up in person.
- 8. RETENTION OF ITEMS:** MAC will be performing annual reviews of its collection. The annual review allows for close monitoring of both the condition of items as well as their appropriateness for retention as MAC grows and evolves. Should MAC determine that an item is no longer appropriate for retention, because its condition has deteriorated past the point where repair is reasonable, or because the item no longer serves the MAC mission, the item will be considered for removal from the collection. The review and removal process will be done with utmost respect, mindfulness, and transparency. DONOR will be contacted in the event that an item in their collection is being considered for removal and given the option to have it returned to them. Please discuss the review process with the Archives Manager for further details.
- 9. HANDLING OF COLLECTION:** MAC will make every reasonable effort to protect the Collection from harm such as moisture, mold, heat, loss, harmful materials, or other mishandling. DONOR recognizes that many old items were made with damaging acids or harmful chemicals and while mitigating decay is possible, permanent life is virtually impossible. The condition in which the Collection was stored will play into the longevity of the Collection. As such, MAC will put a high priority on digitally copying all papers, photos, and reproducible documents for long term archiving and dissemination.
- 10. SPECIAL REQUESTS:** If not relevant to your collection, please skip this section. DONOR may make additional requests about how to handle, store, display, share, or distribute items in the Collection. MAC will make a good faith effort to fulfill the wishes of DONOR with consideration of the policies and resources available.
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10(a). DONOR is providing a detailed Special Request attached as "Addendum C"
(___ YES ___ NO).

11. CHOICE OF LAW AND JURISDICTION: This agreement is intended to adhere to the contract law of North Carolina. Any disagreement regarding DONOR Agreement or its terms and conditions is to be handled by the courts only after one failed mediation attempt. In agreement with these terms, DONOR, or their authorized representative, has signed this Agreement effective as of the last date of signature.

By signing this agreement the DONOR gives full ownership rights to Meher Archive Collective of the above listed collection. DONOR also ensures that they understand that MAC (Meher Archive Collective) has full right to use the collection as they see fit for the most benefit to the archives Mission Statement.

To collect, preserve, and share Meher Baba's Divine legacy of materials, artifacts, and words with integrity, love, and transparency for the benefit of humanity.

DONOR: Name: _____ DONOR: Name: _____
Signature: _____ Signature: _____
Date: _____ Date: _____
Contact information:
Phone: _____ Phone: _____
Address: _____ Address: _____
Email: _____ Email: _____

If filling out this DONOR AGREEMENT for someone else please fill out the section below.

Authorized Representative: Name: _____
Authorized Representative Signature: _____
Relationship to DONOR: _____
Authorized Representative: Contact Information:

Meher Archive Collective (This section filled out by Institute staff)

Print Name: _____ Title: _____
Signature: _____ Date: _____

ADDENDUM TO ARCHIVAL DONATION AGREEMENT

Addendum A, Page 2 of 2: Inventory—ART OBJECTS (skip section if not applicable)

NAME OF COLLECTION: _____

Additional detailed inventory of artworks:

Object #1

Date Created: _____

Artist: _____

Title: _____

Materials: _____

Dimensions: _____

Object #2

Date Created: _____

Artist: _____

Title: _____

Materials: _____

Dimensions: _____

Object #3

Date Created: _____

Artist: _____

Title: _____

Materials: _____

Dimensions: _____

Object #4

Date Created: _____

Artist: _____

Title: _____

Materials: _____

Dimensions: _____

Signature of DONOR or representative: _____ Date: _____

