

## **Donation Policy**

The Berry College Archives welcomes relevant additions to its collections. In particular, the Archives is interested in materials pertaining to the Berry Schools and Martha Berry. If you are interested in donating materials to the Archives, please review the donation policy and contact us at [archives@berry.edu](mailto:archives@berry.edu).

Materials donated by individuals or organizations, other than Berry College, will be transferred to the Berry College Archives through a Gift-in-Kind form signed by both parties. The following conditions will govern the acceptance of all gifts:

1. The Archives will store and maintain donated materials according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. Berry College shall not be liable for damage or destruction of materials by fire, water, or other casualty.
2. The Archives will dispose of any surplus materials. These items already exist in the collections, are outside of the collecting scope, have no permanent value or historical interest, and cannot be adequately stored. If the donor does not specify disposition instructions for surplus materials, the archives will use discretion in disposing of such materials.
3. All materials will be made available to all qualified researchers on equal terms of access. Donors who require restrictions on access or use of materials for reasons of privacy or confidentiality must specify in the description of materials on the Gift-in-Kind form.
4. Researchers using donated materials will be supplied copies, upon request, of items from the collection(s) in accordance with policies of the Berry College Archives unless such copying is restricted by the donor; such restriction must have an expiration date.
5. Whenever the donor transfers copyright to Berry, the College may exercise or transfer to a third party, the right to quotation or publication. For those materials for which the donor maintains copyright, the Berry College Archives will refer all requests to publish or quote to the copyright owner.