## GUIDE TO MANAGING HISTORICAL SOCIETIES

## **Developing a significant collection**

## **Sample Society Inc**

## Copyright / Reproduction/ Access Rights For Documents Audiovisual Material And Other Unpublished Material

Donor Name:

Address:

Title of item (s)

Receipt Number:

Do you own copyright of the item(s)?	Yes / No
Do you give copyright of these item(s) to the Sample Society Inc?	Yes / No
Do you agree to allow Sample Society Inc. to make copies of the	Yes / No
item(s) available to historians and researchers?	
Do you agree to allow Sample Society Inc. to display copies of the	Yes / No
item(s)?	
Do you agree to allow Sample Society Inc. to use the item(s) in	Yes / No
publications (including electronic publication)?	
Is acknowledgement required for display or publication of item(s)?	Yes / No
Restrictions on the use of the item(s)	

Agreement by (please print names and sign)	
Donor:	Date:
Received by:	Date

For Sample Society Inc.

OFFICE USE ONLY			
Catalogued by:	Copied by:	Returned by:	Date: