Subject to the terms, conditions, and restrictions hereinafter set forth, I, ____________________, hereby deposit in the Rhoads Memorial Archives at Mount St. Mary’s University the following:

1. I will retain ownership and all right and will be permitted freely to examine any of these deposited materials during regular working hours of Rhoads Memorial Archives where they are preserved.

2. The Archives will maintain the materials and make them accessible to researchers, subject to any restrictions herein set forth. Archives staff will not process, provide archival or museum housing, or create finding guides to the materials unless I provide funds for supplies and labor.

3. I exonerate Rhoads Memorial Archives, Phillips Library, and Mount St. Mary’s University of liability for loss or other damage to the deposited materials due to normal deterioration, water damage, fire, or other catastrophe.

4. In the event that I may from time to time hereafter deposit in Rhoads Memorial Archives additional materials, all of the foregoing provisions of this agreement shall be applicable
to such additional deposits. A description of the additional materials so delivered shall be prepared and attached hereto.

5. In the event that this agreement remains in effect at the time of my death, title to the deposited materials shall pass to Rhoads Memorial Archives, to be administered under the same conditions on access herein set forth.

Dated: _______________  Signed: ________________________

Donor

Donor’s contact information:

Rhoads Memorial Archives of Mount St. Mary’s University hereby accepts the above deposit under the conditions specified.

Dated: _______________  Signed: ________________________

Dean of Library