

DIOCESAN ARCHIVES & HISTORICAL COMMISSION

OFFICE OF THE ARCHIVIST

EPISCOPAL DIOCESE OF PITTSBURGH

DEPOSIT AGREEMENT – GIFT

An agreement between the **DIOCESAN ARCHIVES** of the Episcopal Diocese of Pittsburgh and the donor, _____, to place on deposit in the Archives the collection of records to be described as: _____ and noted as such in the Registers and Catalogues of the Archives.

In consideration for this deposit, the **DIOCESAN ARCHIVES** recognizes the following responsibilities and obligations: to provide for the safety and security of the record(s), to house the record(s) in a controlled environment and to otherwise provide for the conservation of the record(s), and to arrange and describe the record(s) in such a way as to make them accessible to the Church and research community upon the approval of the Archivist of the Episcopal Diocese of Pittsburgh.

The **DIOCESAN ARCHIVES** reserves the following rights: to arrange the items in this collection according to archival principles and practices, to remove non-archival material from the collection for disposal, any such disposal to follow only after receiving written consent from the donor. Further, the donor agrees to transfer to the **DIOCESAN ARCHIVES** the literary rights to print quotations or excerpts of items in the collection unless the contrary is specified below under “special wishes of the donor.”

It is agreed that the collection of records described as: _____ shall not be sold, traded or dispersed in part or whole without the express written consent of the donor or their heirs.

Special wishes of the Donor:

We, the undersigned, agree voluntarily to all of the conditions entered above as binding upon ourselves and our heirs.

Donor

Date