Deed of Gift Addenda for collections with electronic records

The Donor acknowledges that the Library acquires the materials with the intent of making them available for an ongoing or indefinite period of time. In order to accomplish this, the Library may need to transfer some or all of these materials from the original media as supplied by the donor to new forms of media to ensure their ongoing availability and preservation. The donor grants the library rights to make preservation and access copies of materials in the collection and to make those copies available for use.

The Library may contract with university staff or outside contractors to store, evaluate, manage and or analyze materials in the collection. Any such arrangements must abide by the terms of this agreement.

Does the Library, or contractor as outlined above, have permission to crack passwords or encryption systems, if any, to gain access to electronic data received as part of the materials?  

____ Yes  ____ No  

If no, such materials will not be retained by the Library.

Does the Library have permission to recover deleted files or file fragments, if any, and provide access to them to researchers?  

____ Yes  

____ Yes, under the following conditions  

____ No

Does the Library have permission to preserve and provide access to log files, system files, and other similar data that document your use of computers or systems, if any are received with the materials?  

____ Yes  

____ Yes, under the following conditions  

____ No

Privacy  

The Library will review the materials in the collection in an attempt to identify items that contain private information. Please indicate below your awareness of materials that may sensitive electronic information.

____ To the best of my knowledge, these materials do not contain sensitive electronic information.

OR

____ I believe that the materials are likely to contain private or sensitive information such as  

____ Social Security numbers  

____ Passwords or PINs  

____ Credit Card numbers  

____ Financial records  

____ Medical records  

____ Licensed or pirated software  

____ Other materials that have specific privacy concerns, please specify____________________

Materials Not Retained by the Library  

In the event that the library locates duplicative materials within the collection or materials that are not of enduring research value the Library will remove, discard and/or destroy said materials. In the case of
media carriers for born digital content, the Library will either return them to the Donor or physically destroy them after the content has been migrated to new media and verified.