University Archives Materials Receipt Form

3-9-2016

Special Collections & University Archives

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MATERIALS RECEIPT FORM
University Archives

The materials described below have been received for consideration for acquisition by the University of Central Florida Libraries Special Collections & University Archives.

Materials Description: Include numbers and types of boxes/folders/containers. Attach additional pages as needed:

I have read over and I accept the terms listed on the reverse of this agreement:

________________________________________________________________________

Signature of Departmental/Entity staff / delivery agent Date

________________________________________________________________________

Name (please print)

Please provide the following information (please print):

NOTE: If UCF student, please provide staff member and department information

UCF Department/Entity Name: ________________________________________________

UCF Department/Entity Contact Name: ________________________________________

UCF Department/Entity Phone: ______________________________________________

UCF Department/Entity Email: _____________________________________________

________________________________________________________________________

Signature of UCF Libraries staff member accepting materials Date

Original signed copy of form stays with materials. A photocopy is given to departmental representative.
MATERIALS RECEIPT FORM
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Materials Receipt Agreement Terms

1. **Acquisition Process:** If these items are accepted for acquisition, the UCF Department/Entity will be notified and a Records Transfer Agreement form will be completed transferring ownership of the materials to the University of Central Florida Libraries Special Collections & University Archives. If the items are not accepted for acquisition, the UCF Department/Entity will be contacted and arrangements made for the materials to be picked up.

2. **Liability:** I exonerate the University of Central Libraries Special Collections & University Archives of liability for loss or other damage to the deposited materials due to normal deterioration, water damage, fire, or other catastrophe.

3. **Use:** The University of Central Florida Libraries Special Collections & University Archives will not process, provide archival or museum housing, or make materials available to researchers unless items are accepted for acquisition and a signed Records Transfer Agreement form is completed and on file.

4. **Disposal:** In the event that items listed on the face of this form are **NOT** accepted for acquisition and the UCF Department/Entity fails to reclaim their property after written notification and other attempts to contact the donor, the University of Central Florida Libraries Special Collections & University Archives reserves the right to dispose of the material at their discretion.

5. **Ownership:** In the event that all attempts at contacting the UCF Department/Entity fail, per Florida State Law, the materials listed on the face of this form become the property of the University of Central Florida Libraries Special Collections & University Archives, who will then have sole discretion as to the use and retention of the items.

Materials Returned to UCF Department/Entity:

_________________________  __________________________
Signature of UCF Department/Entity Representative  Date

_________________________  __________________________
Signature of Special Collections & University Archives staff member  Date

For Office Use Only

☐ Returned  Reason: ________________________________________________

_______________________________________________________________

☐ Accessioned: ______________________  Accession #: ______________________

Initials  Date

Notes:

Original signed copy of form stays with materials. A photocopy is given to departmental representative.
Library Staff Instructions
Materials Receipt Form
University Archives

Use the Materials Receipt Form when an archivist or the department head in Special Collections & University Archives is unavailable to accept a donation for the department.

What to say to the individual dropping off the materials:

1. Thank them for offering the material to University Archives.
2. Explain that you cannot officially accept materials for University Archives as collection acquisitions decisions are made by the archivists and the department head in Special Collections & University Archives.
3. Tell them that you will deliver the materials to Special Collections & University Archives but they must complete a Materials Receipt Form: University Archives
4. Tell them that someone from Special Collections & University Archives will notify them of a decision about whether to accept the materials within thirty business days.
5. Give them a business card for the Archivist for University Archives or the Head of Special Collections & University Archives

How to fill-out the Materials Receipt Form:

1. Materials Description: Provide enough information to identify the materials being received (quantity, types of containers, etc.). If possible record background information on the collection (subject, approximate dates).
2. Signature of Departmental/Entity staff / delivery agent: The form must be signed and dated by the staff member or delivery agent dropping off the materials. Please make sure they print their name on the line below their signature.
3. UCF Department/Entity Information: Print the requested information. Please have them complete as much information as possible. It is very important that they include the Department/Entity Name and the Department/Entity Contact Name. Remember, the person dropping off the material may be a student working for a department so getting the departmental information is extremely important.
4. Staff Member Signature: The staff member receiving the collection should sign and date the form.

Make sure they read the back of the form BUT they do not sign anything on the back when dropping off materials.

Keep the original, signed copy with of the Materials Receipt Form with the materials and give a photocopy to the UCF Department/Entity staff member. Be sure to photocopy BOTH sides of the form.

If they have any questions about University Archives materials acquisitions, they can call the University Archives senior archivist at (407) 823-5427 or the Special Collections & University Archives department head at (407) 823-2788.