



**1. Donor Information**

Name: CARVIN L. RINEHART  
 Permanent Address: 119 SW 9th St  
 City/State/Zip: RICHMOND IN 47374  
 Phone: 765 407-0211 Email: carvinrinehart@yahoo.com  
 Relationship of donor to the creator or collector of this gift (if you are acting on behalf of someone else):

**2. Description of Materials Donated (attach additional sheet if necessary)**

Audio recording of a conversation with Sue McFadden, IU East Librarian and myself on  
 About: Tom Thomas and me

**3. Transfer of Ownership and Transfer of Copyright**

I/We understand that upon signing the Deed of Gift, the materials described above become the legal property of Indiana University East, Campus Library and Archives. I grant to Indiana University East all of the rights I possess in those recordings, including all intellectual property rights. I understand that Indiana University East grants me a nonexclusive license to make and to authorize others to make any use I wish of the content of those recordings, and that Indiana University East will, at my request, make available to me a copy of those recordings for such use. I/We choose the following copyrights to be transferred Indiana University East (initial on the line next to A, B, or C):

- A.) Any and all copyrights held by the Donor are transferred to Indiana University East.
- B.) Any and all copyrights held by the Donor are transferred to Indiana University East, except for:
- C.) The Donor shall retain copyrights, but conveys the following rights and limited license to Indiana University East: (Reverse if needed) Fair-use, scholarly & educational permissions

**3. D. Additionally, the digital recordings will be publicly displayed and I choose to:**

- (a) Publicly display my name.
- (b) If I wish to remain anonymous in any interview transcript or reference to any information contained in this interview, I will specify this restriction in paragraph (c) below.
- (c) The foregoing gift and grant of rights is subject to the following restrictions: (Indicate on Reverse as 3D Restrictions)  
 This agreement may be revised or amended by mutual consent of the parties undersigned.

**4. Access to the Audio Recordings:**

I/We understand that researcher access to the materials is governed by departmental policies and procedures, including:

- Materials held by the Archives are held in digital storage and are used and found in the IUScholarWorks platform & GoogleScholar.
- Materials will be open for research use and may be used in physical and digital exhibits, and may be reproduced, digitized, and reformatted for preservation and access
- Materials may be reproduced, in limited quantities, and provided to researchers for future reference
- Sensitive materials I/we identify at the time of donation, or that are discovered by Archives Staff, may be restricted to protect my/our privacy or others for a limited and clearly stated period of time

Exceptions or limitations are noted on reverse page/back of this page.

**5. Separations**

IUScholarWorks provides a permanent archive and items will be removed only in serious and extreme conditions.

**6. Signatures**

I/We understand and agree to the terms and conditions described herein:

Donor Name: CARVIN RINEHART Signature: Carvin L. Rinehart Date: 9-24-15

I accept this gift on behalf of Indiana University East:

Representative Indiana University East Campus Library and Archives:

Name: Sue McFadden Signature: Sue McFadden Date: 9/24/15

## Explanation of Deed of Gift

The purpose of the Deed of Gift defines the Who, What, When, Why & How for the Indiana University East Campus Library and Archives staff in determining your decisions as a donor and establishes legal ownership of the material.

Completing each section of the Deed of Gift form provides us with the following information:

**1.) Name and contact information**

**2.) Your description of deeded items and digital artifacts.** This portion of the Deed of Gift form is usually filled out in consultation with Indiana University East Campus Library and Archives staff. It is preferable for the original organization of materials to be maintained. If there are sensitive personal or financial details in the materials, please address this in section 4 (Decisions about Access).

**3.) Decisions of copyright extended to Indiana University East Campus Library and Archives.** Under law, any items that you or your ancestors have written/recorded/conveyed are your literary property. If a researcher uses materials held by the Campus Library and Archives and wishes to include a quote or image, etc., from your collection in a publication, the holder of copyright makes the decision. For research purposes, we ask that donors assign the Limited License of Copyright to Indiana University East Campus Library and Archives to allow ease of use for scholarly and educational purposes. For-profit requests will remain the decision of the copyright holder. If you wish to retain copyright of your material, please consider conveying rights to Indiana University East: permission for researchers to use reproductions for publications or other works governed by Fair Use guidelines, and permission for Indiana University East Campus Library and Archives to use of materials to promote programs and services.

**4.) Decisions about access.** The Intent of the Archive collections is to provide historic information about our campus and related people and issues. It may be that the material is assigned an embargo period that retains the information privately, until an acceptable date in the future. We ask that you make known your decisions in this regard. The Campus Library and Archives Staff will be glad to advise you about the types of restrictions possible. By signing the Deed of Gift form agreement, we also ask that you permit us to make reproductions of the materials that are open for research use.

**5.) Explanation of format and retention decisions.** Because of our limited space, Indiana University East Campus Library and Archives staff must review the contents of each collection to determine what material is of a truly substantive nature and what items are routine and duplicative. Reformatting decisions may be necessary to reproduce information stored on a deteriorating medium, and discard the original (this is most often the case when acidic newspaper articles are copied onto acid-free paper and audio visual materials are digitized and the original recording format can no longer be played). Such redundant or unusable material is then separated from the material being retained. Through the Deed of Gift form agreement, tell us how to handle these items from your collection. Additionally, if collection priorities should change in the future, Indiana University East Campus Library and Archives staff will make every effort to locate a suitable archival repository to accept your physical collection; should that not be possible, your decisions in this section direct the response.