



Rivier University Archives

Rivier University

420 S. Main Street

Nashua, NH 03060

The Rivier University Archives may accept donated materials which document the history of Rivier University. Acceptance of donations is at the discretion of the Archives staff in conjunction with the Regina Library Director. Before offering any items, potential donors are encouraged to contact the Archives directly for a brief consultation. If we determine that the pieces have administrative or historical value, they will be transferred to the Archives, organized according to archival standards, and stored in a secure, climate-controlled environment. Unsolicited donations may be returned to you or disposed of at the discretion of the Archives staff and/or the Regina Library Director.

Examples of items we accept are:

- Unique memorabilia
- Photographs
- Student, faculty and staff publications
- Yearbooks

We do not accept:

- Items that are damaged or moldy
- Duplicates of items we already hold
- Bills or invoices
- Items that do not pertain to Rivier University
- Items for which we are unable to provide adequate storage.

All gifts are final and the donor relinquishes all rights to ownership and dispensation. If a donation is not suitable for the collection, the library reserves the right to dispose of the material in an appropriate manner.

The Rivier University Archives complies with the copyright protections of intellectual property rights. Reproductions or photocopied works will not be accepted unless compliance with the copyright law (Title 17, U.S. Code) is proven.

The Archives cannot appraise gift materials for tax purposes. We will acknowledge the receipt of the material if such acknowledgement is requested.



We appreciate your interest in the Archives and its collections. To help us process your donation, please provide the following information:

DONOR INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ email: _____

Rivier Affiliation:

Faculty Alumni Student Other (Please specify) _____

Brief description of your Donation:

Approximate Number & Types of Items:

General subject/ content: _____

Dates of materials, if known: _____

I represent that I am the sole owner of the materials described above and that I have full right and authority to donate these materials to the Archives. I hereby donate and convey to the Archives all rights, title, and interest that I possess to the materials described above. I understand that the location, retention, and preservation of the materials, and other considerations relating to their use and disposition, will be made available for research on an unrestricted basis. I understand that the donations I am making are permanent donations.

I have read the Archives' policy regarding donations printed above and I accept the conditions stated therein.

Signature: _____

Date: _____