



# Windfield Photographic Collection & Archives

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## Transfer of Ownership Agreement and Record of Gift

On behalf of the Windfield Photographic Collection & Archives, I gratefully acknowledge the receipt and donation of the archival photographs and/or photo albums, and/or negatives and/or slides & transparencies described below which has been donated by:

Name: \_\_\_\_\_

Address & Phone: \_\_\_\_\_

I recognize that material donated to the Windfield Photographic Collection & Archives [WPCA] becomes the exclusive and permanent property of the WPCA. The WPCA, in accordance with its policies and procedures, shall administer and make this material accessible to the public as explained below. Copyright is hereby transferred to the WPCA and rights to the material are surrendered, unless specified otherwise.

\_\_\_\_\_  
Wayne Ray (Pres.)                      Date

I hereby transfer physical ownership of the archival photographic records described above to the Windfield Photographic Collection & Archives. I acknowledge that material from this collection may be used for research and educational purposes, scanned/or stored on electronic media, the Cloud, and may be used on Wikipedia & Wikimedia Commons. These images may be used, when properly credited, with publications of HMS Press or other literary publications. I agree to give the WPCA Right of First Refusal on future photographic collections that I may wish to donate.

I (the donor) wish any items herein donated and not deemed to have permanent archival value by the WPCA to be:  
(please initial)                      Returned: \_\_\_\_\_                      Discarded: \_\_\_\_\_

I (the donor) wish to place the following restrictions on access to this material:

\_\_\_\_\_

\_\_\_\_\_  
Printed Name & Address

\_\_\_\_\_  
Signature & Date