

PROFFER OF GIFT AGREEMENT
UNCONDITIONAL DONATION TO THE NAVAL HISTORICAL FOUNDATION

1. I, _____, hereinafter called Donor, City of _____, State of _____, own the property described in the attachment hereto, have full authority to dispose thereof, and desire to give unconditionally the said property to the Naval Historical Foundation, hereinafter called Donee.

2. I understand that the Donee, located at the Washington Navy Yard, Washington, DC 20374-5060, is a nonprofit organization dedicated to the collecting and preserving private documents, papers and artifacts relating to American naval history.

3. To carry out my purpose, I do hereby give, transfer, convey, and assign said property, free and clear of all encumbrances to the Donee, hereby relinquishing for myself, my executors, administrators, heirs and assignees all ownership rights (including copyright), title, interest and possession therein to the Donee absolutely.

4. The herein described gift and transfer of said property does not entail granting by the Donee of special concessions or privileges to me or my executors, administrators, heirs and assignees, but does give the Donee the absolute right to use or place the said property in other suitable Navy historical collections, or to otherwise dispose of said property.

In witness whereof, I have signed and dated this agreement,

Date

Signature

Received for the Naval Historical Foundation by

Executive Director

Date

**TYPES OF MATERIAL ACCEPTABLE/NOT ACCEPTABLE
FOR DONATION TO THE NAVAL HISTORICAL FOUNDATION
AND/OR LIBRARY OF CONGRESS**

1. The Foundation is pleased to consider all offers of suitable donations consisting of material that is historically significant. Plaques, uniforms, swords, models, flags, and souvenirs do not generally fall into this classification and are not normally acceptable.
2. Documents suitable for archival research are particularly desired. Typical examples are: letters (personal: to and from shipmates; official: to and from the Department of the Navy), memoranda, orders (PCS and TDY); scrapbooks; cruise books; unpublished journals, diaries, and memoirs; drafts or manuscripts of unpublished books; unpublished essays or studies; and official documents that are unpublished or circulated in only limited quantities within the government. Important historical documents may be retained in the Foundation's manuscript collection in the Library of Congress (Manuscript Division).
3. Some material is clearly inappropriate for a manuscript collection, such as tax records, financial records, bills, receipts, checkbook registers, routine organization circulars, and junk mail.
4. In general, the Foundation's manuscript collection does not include published books or magazines or drafts of material later published in book or magazine article form. Such material is usually available through regular library channels and there is no need to hold duplicate copies in a manuscript collection. However, there are some exceptions. A book essay or a draft of material later published that has extensive annotation may be saved in a manuscript collection because the annotation is of value. A published map may be saved because of markings and annotations added to the map during use. A draft of a published article may be worth saving if it is markedly different from the published version and contains information not in the published version.
5. Photographs of Navy Life, U.S. naval vessels, crews, and shore stations are appropriate, but should be properly labelled or annotated. Motion picture films, video tapes, audio tapes, audio records, and similar material are not suitable because of the lack of a capability to maintain or play such media.