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Glenwood Cemetery
2525 Washington Avenue
Houston, Texas 77007

P: 713.864.7886
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**Donation of Materials for Glenwood Cemetery Archive**

**Special Collections and Archives**

**Donation and Transfer Guidelines**

The mission of The Glenwood Cemetery Archive is to collect, describe, preserve, and make available enduring records of the cemetery, as well as primary source materials with enduring historical value for the study, teaching and research needs of students, historians, and staff.

The Glenwood Cemetery Archive welcomes gifts of archival materials that fall within the scope of its collecting activities, that will enhance the strength of our collections, and that support the historical integrity of Glenwood’s history.

The Glenwood Cemetery Archive reserves the right to duplicate, digitize, and make copies for the purposes of preservation or research.

The Glenwood Cemetery Archive is unable to collect items where resources do not allow us to meet the collection’s space requirements or preservation needs.

**Donor Information**

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

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of donor to the creator or collector of this gift (if you are acting on behalf of someone else): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Accepted into The Glenwood Archive by**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transfer of Ownership and Transfer of Copyright**

I/We understand that researcher access to the materials is governed by departmental policies and procedures, including (but not limited to):

* Materials held by Special Collections and Archives are held in secure and are only used in the supervised reading room or via department- approved digital platforms.
* 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 may be restricted to protect my/our privacy or others for a limited and clearly stated period of time.

**Exceptions or limitations are noted here:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Items:**

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**How did the Owner acquire the items:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copyright and Permissions**

I/We understand all copyrights held by me are transferred to Glenwood Cemetery.

I/We grant Glenwood Cemetery rights to authorize the reproduction and publication of these materials for educational and research uses.

**Separations (select one):**

Items not retained during the initial processing should be:

 Discarded Returned to me or my heirs. I understand that, if my heirs or I am unable to be located after a reasonable search, Glenwood Cemetery Archives may dispose of the items.

**Donor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Materials Typically Collected** | **Materials Typically NOT Accepted** |
| Inactive Records | Applications for Employment  |
| Records of Permanent Research Value | Bank Statements |
| Both Paper and Electronic Records | Budget Files (Except annual reports) |
| Annual Reports | Cancelled Checks |
| Letters, Correspondence, E-mail | Maintenance Service Files |
| Minutes and Reports | Supplies and Equipment Records |
| Constitution and By-laws | Telephone Bills |
| Articles of Incorporation | Travel Reimbursement Files |
| Membership Information | Receipts |
| Newsletters and Publications | Mailing Lists |
| Brochures, Flyers, Pamphlets | Mailed Catalogues  |
| General Administrative Files | Member Lists |
| Websites |  |
| Architectural Drawings/Plans |  |
| Photographs |  |
| Films and Videotapes |  |
| Diaries |  |
| Scrapbooks and Photograph Albums |  |
| Speeches, Lectures, and Presentations |  |
| Professional Papers |  |
| Committee and Council Files |  |
| Teaching Files |  |
| Veteran Information (Of those interred) |  |