

ORANGE COAST COLLEGE
Archives Contract Form
In-House Collections

1. I/we transfer the following documents, items, and/or collections to the Orange Coast College Archives. Note: If the items are in a folder and/or box, please provide an itemized list.

Items:

- a. _____
- b. _____
- c. _____

2. I/we understand that this contract (agreement) grants permission for non-exclusive use of the donated materials, whether printed, three dimensional, photographic, audio-visual, or any other graphic materials or images.
3. I/we understand that the Archives reserve the right to refuse or grant permission for the use of reproduction of materials.
4. I/we agree to defend, indemnify, save, and hold harmless Orange Coast College, the Coast Community College District, and their employees or designates from any and all costs, expense, damage, and liability arising because of any claim whatsoever which may be presented by anyone for loss or damage or other relief occasioned or caused by their use in any manner, including their inspection, publication, reproduction, duplication or printing by anyone or any purpose whatever.

Your signature below indicates that you have read and agree to this contract.

Signature: _____

Name Printed: _____

Telephone Number: _____

Department, Division, etc.:

(Examples: Instructional program, department, division, student services, administrative services, marketing, community relations, foundation, research, organization, individual).

Item(s) from: _____

Archives Librarian: _____ Date: _____