



The Jane Carlson Williams '60 Archives
Lakeside School
14050 1st Ave. NE
Seattle, WA 98125-3099

Archival Materials Transfer Form *for transfer of materials within the institution*

Date	Name
Your campus location (building, room/office number)	
Telephone	E-mail
Description of materials (what, when, who)	
Format(s) of materials (for example: photos, scrapbooks, lesson plans, correspondence, etc.)	
Amount of material (number of boxes, folders, documents, photos)	Date range of materials (earliest to most recent, for example: 1965 – 2008)
Additional information	
<p>Please read the following and sign. If you have any questions, please contact the archivist.</p> <p>This donation is a gift to the Jane Carlson Williams '60 Archives at Lakeside School ("the Archives") and the owner or his/her agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described above to the Archives and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.</p>	
Signature of donor	Archivist signature
_____	_____
<p>After completing this form, notify the archivist: 206.440.2895; archives@lakesideschool.org</p> <ul style="list-style-type: none">• Transferred material must be accompanied by this form.• The archivist will sign the form when materials are received, and give you a copy of the signed form.• Upon transfer to the archives, all material will be appraised for permanent archival value.• Once materials are donated to the archives, they may not be physically removed. To access donated materials, please schedule an appointment with the archivist. <p style="text-align: right;">(continued)</p>	
<p>About your donation</p> <p>The archives' goal is to preserve materials in our collection in perpetuity so that they may be accessed in the future by members of our community. In order to achieve this goal as best we can, we follow certain professional collections care guidelines. These include storing items in a temperature and humidity controlled environment; removing coverings and fasteners that may harm materials over time; describing items in an archives database so that they can be made available to users; and protecting materials by disallowing their removal from the archivist's care. Although we encourage users to access materials from our collections, this must be done during reference hours at our reference desk. In this way we ensure the integrity of our collection and maintain the trust of those who have donated their valuable items to the archives. THANK YOU!</p> <p>Please contact the archivist if you have any questions: archives@lakesideschool.org</p>	

(to be completed by archivist)

Date form received:	Date form sent to donor:	Notes:
Date materials accessioned:	Accession #(s):	Location(s) of materials: