

Alaska Native Language Archive (ANLA) Deed of Gift

The Alaska Native Language Archive is a repository for materials which document the indigenous languages of Alaska. ANLA will consider for accession any written material and recordings in and about the indigenous languages of Alaska. This form should be used by persons wishing to deposit materials with ANLA. Questions regarding deposit of materials should be directed to Anna Berge, ANLA Director. Tel.: (907) 474-5351. Email: amberge@alaska.edu.

A. Personal Details

Name of depositor:

Address:

Phone:

Fax:

Email:

Check this box if you do NOT wish your contact information to be made available to potential users of this material.

B. Overview of the Material to be Deposited

(Please also attach a complete inventory, using ANLA's metadata collection forms).

Brief description of material:

People who participated in creating the material:

Dates when the material was created:

Places where the material was created:

ANLA archives both physical and digital materials. ANLA may also create digital copies of physical materials and return the originals to the owner. Please indicate your intentions below.

Check one:

- Please return originals to the contact address provided in Part A above.
- Please archive the original materials.
- Please dispose of the original materials at the archivist's discretion.
- Not applicable, the deposit is entirely digital.

Below, please list any digital delivery media, such as hard drives, that you wish returned to you after the deposit is processed. Otherwise, ANLA will reuse or dispose of it.

Please indicate whether you wish to receive a digital copy of the materials after they are processed.

Note, ANLA can only digitize material when funds and staff time allow.

Check one:

- No
- Yes, please notify me when I can download files from ANLA's website
- Yes, please send me the files directly. I, the depositor, will provide an external drive if necessary.

C. Access and Restrictions

Most of ANLA's collection is accessible via the Archive's website, www.uaf.edu/anla. These files are available for download and non-commercial use under a [Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 United States License](https://creativecommons.org/licenses/by-nc-nd/3.0/). ANLA holds that public access is the best option over the long term for speakers and researchers alike, and we encourage depositors to make public any materials that are not sensitive by their nature; that is, that are not sacred or dangerous or embarrassing for the speakers.

ANLA is committed to honoring access restrictions requested by the recorder or depositor. Please indicate below any restrictions on access to this material which should be honored by ANLA. These access restrictions will supersede any previous conditions on access specified by the depositor. If the requested restrictions are beyond ANLA's ability to implement, ANLA may return the material without archiving it, or remove it if it has already been archived.

Check one for the collection as a whole:

- Level 1: Unrestricted access.** Any member of the public may access the material for non-profit use, and material may be placed online. For this level, we assume that depositors have already gained permission for public access from the speakers or authors of the material.
- Level 2: Temporary restriction.** No access until _____ (specify a date or an event), after which unrestricted access (level 1).
- Level 3: Controlled access.** The material cannot be downloaded from the public website. Users must contact ANLA staff, who will put them in touch with the depositor, or some other access "controller", for permission to access the material. The controller must ensure that their

contact information is up to date in ANLA's records. If contact information is not up to date, and/or the controller does not respond to email from ANLA users, then the determination of permission to access the resource reverts to the manager of the Archive. A depositor must establish a succession plan for who will control access after their or the controller's death.

To be determined after digitization. The depositor and the archivists will work together to examine the materials and determine which can be public and which, if any, should be restricted. All materials will eventually be assigned to Level 1, 2 or 3.

Different for each item in the collection. Please fill out ANLA's metadata spreadsheet, indicating Level 1, 2 or 3 for each item individually.

Note that even when restrictions on access to material are in place, ANLA generally makes descriptive catalog information (for example, recording date, speaker name, length of recording) available to the public.

D. The Deposit

I, the person named above in part A, hereby deposit the material described in part B to the Alaska Native Language Archive. I hereby warrant that I am the owner or owner's delegate of the collection described in this agreement and have the right to enter this transaction. I indemnify the Alaska Native Language Archive, the Alaska Native Language Center, and the University of Alaska against any accidental loss or damage to the material.

In the event that my title is judicially declared defective, I agree to indemnify ANLA against any awards, expenses, costs or any other like losses incurred as a result of the defectiveness of my title.

Signature of Depositor: _____ Date: _____

ANLA accepts your deposit of the items described in part B and (if applicable) in the attached inventory or metadata spreadsheet. ANLA hereby acknowledges responsibility for the items in accordance with the access/restriction levels specified in part C.

Signature of ANLA Director: _____ Date: _____

Return completed form by mail to:

Alaska Native Language Archive, PO Box 756808, Fairbanks, AK 99775-6808 USA

Or scan and email to ANLA Director (see page 1 for contact info).