Northern Oklahoma College

Memorabilia Gift Agreement

While gifts come to Northern Oklahoma College in many forms, none come with greater sentiment than an article from Northern's past. Whether a class pin, yearbook, or other momento, these memorabilia hold unique meaning for the donor and represent a glimpse into the institutional history.

Although each gift of memorabilia potentially adds to the collective memory of the institution, not every gift offered can be properly displayed, stored or maintained in a way that is satisfactory to both donor and the College. Because of this, when a gift of this type is offered, it is evaluated on an individual basis rather than on precedent.

All memorabilia presented as gifts to the College are directed to the Development Office. The college reserves the right to accept or decline and gift as part of the College’s Gift Acceptance Policy. Once the memorabilia is accepted by the College, the following guidelines will direct its display and preservation.

- Once memorabilia is donated, it cannot be reclaimed by the donor or any family member or designee of the donor.
- Northern Oklahoma College reserves the right to determine the display type, location, and duration of display.
- Memorabilia not currently on display will be held in storage in College archives.
- All displays will include a brief history of the memorabilia, including a donor acknowledgement if requested.
- The College will make reasonable reparations to maintain and repair all displayed memorabilia.
- Northern Oklahoma College cannot be held responsible for theft or damage to any item on display or in storage.

__________________________________________  ________________________________
Vice President for Development and Community Relations  Date

__________________________________________  ________________________________
Donor  Date

Brief memorabilia description: