

ARCHIVES AND SPECIAL COLLECTIONS

DEAN B. ELLIS LIBRARY

ARKANSAS STATION UNIVERSITY

DEPOSIT AGREEMENT

1. The City of Jonesboro, by and through the City Clerk for the City of Jonesboro, Arkansas, hereinafter referred to as the Donors, do hereby deposit with Arkansas State University for inclusion in the Archives and Special Collections of the Dean B. Ellis Library and for administration therein by the authorities thereof, the following described property, to wit:

The historic records consisting of codes, ordinances, and resolutions of the City of Jonesboro, Arkansas.

2. Title to and such literary rights as the donors may possess in the above-scribed property, and any additional paper, materials, or other property that they may send to the Archives and Special Collections from time to time in the future, shall be retained by the city of Jonesboro, Arkansas. It is agreed and understood between the parties hereto that either may cause and this agreement and the documents transferred hereunder will be immediately returned.

3. It is the Donors' wish that the papers, materials, and other property deposited at Arkansas State University by the terms of this agreement be made available for research and/or public view in the Archives and Special Collections as soon as they have been received, arranged, and catalogued. The materials shall be made available for such purposes in accordance with the regulations and policies of the Archives and Special Collections governing access to its holding.

4. The collection shall be preserved, administered, and used by the Archives and Special Collections, Dean B. Ellis Library, Arkansas State University for historical, educational, and scholarly research in accordance with its customary practices. The Dean B. Ellis Library accepts this deposit and shall:

1. Maintain the same in an archivally secure storage area.
2. Arrange and describe the materials in accordance with archival standards.
3. Prepare a thorough description.

5. Each individual signing on the behalf of the respective parties represents they have authority to enter into this agreement.

Signed this 19<sup>th</sup> day of August 1999, by:

*Mary Moore*

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Mary Moore, Ph.D., Dean of Library and Information Resources