

## ORAL HISTORY AGREEMENT

I (Interviewee), hereby confirm my understanding and consent concerning my participation in the interview conducted by \_\_\_\_\_ (Interviewer) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) and I further agree to be bound by the terms of this Oral History Agreement entered into between myself and the Hancock County Library System (the Library).

1. I acknowledge that the Library acquires oral history interviews with the intent of making them available to users for an ongoing or indefinite period. I understand that to accomplish this, the following items may be created from my interview, all of which I voluntarily give, donate, and convey to the Library's Digital Collections Archive without compensation to me:
  - a preservation master copy and user copies of the recording,
  - reformatted copies of the recording that meet changing technological and archival standards,
  - an edited transcript and summary of the interview,
  - a photograph of me from the interview, and/or
  - copies of any personal documents or additional photos I share during the interview.
  
2. **Copyright and Licensing.** Copyrights and rights of reproduction in and to these materials will be governed by United States copyright law. The Interviewee may transfer the work to the public domain, transfer the copyrights to the Library, or the Interviewee may retain the copyrights: **(CHECK ONE)**
  - a. \_\_\_\_\_ I hereby transfer this work to the public domain. I fully understand that this interview will not be copyrighted by me or the Library, but will be immediately placed in the public domain. This decision is intended to provide maximum usage by future researchers.
  
  - b. \_\_\_\_\_ I hereby transfer copyright to the Library, which grants me a non-exclusive license for the complete and unrestricted right to reproduce, publish, broadcast, transmit, perform, or adapt the interview.
  
  - c. \_\_\_\_\_ I retain the copyright to this interview and grant a non-exclusive license to the Library, for distribution to the public for non-commercial, educational purposes, in formats and settings that include, but are not limited to, print and electronic publications, events and exhibitions, internet websites, classrooms, and online. The Library may direct patrons requesting to use the interview for commercial purposes or purposes not allowed under Fair Use (Section 107, Title 17, U.S. Copyright Code), to the following address:

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(Street Address, City, State, ZIP)

3. Among any other uses of these materials that the Library may make, it shall make the materials available to researchers and the general public per applicable rules and general policies. I agree to the public use of the donated materials with no restrictions through the public access platforms maintained by the Library.
4. I understand that the Library may use my image, voice, and other personal characteristics in photographs or videotapes, audiotapes, or other media in connection with the materials. I agree that the Library may use, reproduce, exhibit, distribute, broadcast, and digitize my name, likeness, image, voice, recordings, transcripts, and any other contribution by me to the materials, in whole or in part. I waive the right to inspect or approve any use of my image, voice, and other personal characteristics that may be used.
5. **Release, Waiver, and Indemnification.** I release, indemnify, and hold harmless the Library, its employees and Trustees from all causes of action, suits, damages, judgments and demands, in law or equity, associated with the use of the interview, my image, voice, and/or other personal characteristics.
6. I certify that I am at least 18 years of age, or am the parent and/or legal guardian of the child Interviewee under 18 identified herein, and have the full legal capacity to execute this Agreement. I understand that this Agreement is binding on me, my heirs, devisees, executors, and assigns. I have fully read, understood, and agree to each and every term contained in this Agreement.

Interviewee Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact information will never be shared and is being collected so that we may contact you with questions regarding your donation.**

Interviewer Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Library Representative: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ORAL HISTORY DESCRIPTIVE INFORMATION**

**Please provide some background information about the oral history interviewee and project to help us provide context for our public collections.**

How are the interviewee and interviewer connected?

What organizations or groups have supported this interview (funding, volunteer/staffing, research, etc.)?

Sponsor/funding organization name: \_\_\_\_\_

Contact information (address, email, website, etc.):  
\_\_\_\_\_

Purpose of this oral history interview/project:

Language spoken in interview (if other than English): \_\_\_\_\_

Language of Interviewee: \_\_\_\_\_

Community group representation and identity labels may be relevant to include if this interview project captures narratives and experiences that provide a historical perspective. Please have the interviewee provide input if desired:

Race: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Religion: \_\_\_\_\_

Other Identity/Identities: \_\_\_\_\_

<b>Oral History Biographical Information</b>	
Interviewee's full or preferred name:	
Age at the time of interview:	
Hometown/place of birth:	
Mother's name and year/place of birth:	
Father's name and year/place of birth:	
Education (high school, college, graduate school, with graduation dates):	
Spouse/Partner:	
Children:	
Professional history (include important dates, locations, organizations, titles):	
Contact information (street address, email, phone):	

Use this space to outline some of the major events of your interviewee's life:



