



Oral History Release Form

Office of Archives and Records

Archdiocese of Atlanta

Why is an oral history release form used?

Oral history involves interviewing individuals with the explicit intention of creating a historical document that will be preserved (generally in the form of an audio recording, as well as a transcription of what was spoken) for the use of future researchers. Archivists work by the principle of informed consent, which means that each individual being interviewed fully understands the purposes and potential uses of the interview, as well as their freedom not to answer some questions and their right to restrict access to some portions of what was recorded, and that the narrator realizes that rather than being anonymous, their identification will be retained for the use of future researchers, who may draw from the interview to produce historical writings.

The AOA's use of legal releases, and motivation for wanting oral history interviews to be retained in a historical repository, are linked to the desire to provide access and to comply with laws and ethical standards on issues of evidence and copyright, as further described below.

1. If a researcher makes explicit use of an interview in a written work (either by direct quotation and paraphrase), the interview should be cited in a footnote, so that others can identify and locate that information within the framework of extant evidence. That historical reference to oral history materials is not possible if the materials are kept in private hands.
2. Each of the parties to an oral history interview (the narrator and the interviewer) holds the copyright to the products of their participation in the interview (including the interview, recorded words, photographs, and/or written materials), and thus both must sign an agreement that establishes access for those who in the future want to use the products of the interview.
3. If the interviews are deposited in a library or archives, legal releases will establish ownership of the copyright and the terms of access and reproduction; and if the interviews are published, legal releases will satisfy publishers' concerns over copyright. The AOA does not view the copyright as being granted exclusively to the repository; each of the parties to the interview has the right to use their own works as they see fit.

The Office of Archives and Records of the Archdiocese of Atlanta agrees to preserve the products of the oral history interview according to accepted professional standards of responsible custody and agree to provide the narrator and interviewer with access to the recorded interview(s) and transcript(s).

Narrator Agreement

In consideration of the recording and preservation of my oral history memoir by the Archdiocese of Atlanta (AOA), I, the narrator, _____, hereby grant, assign, and transfer to the AOA the rights, including all literary and property rights (unless restricted as noted below), to publish, duplicate, or otherwise use and dispose of the recording(s) and/or transcribed interview(s) recorded on _____.

The Agreement includes the rights of publication in print and in electronic form, such as placement on the Internet for access by that medium, the right to rebroadcast the interview or portions thereof on the Internet and in other electronic formats, and permission to transfer the interview to future technological mediums. The Agreement also includes any photographs or video footage taken during the Oral History Interview.

I (the narrator) hereby give the AOA the right to distribute the recording(s) and/or transcription(s) to any other libraries and educational institutions for scholarly and educational uses and purposes.

To Be Filled Out By The Narrator:

Name As He/She
Wishes It To Be Used:

Address:

Phone Number:

Email Address:

Restrictions
(if applicable):

Signature of Narrator

Date

Interviewer Agreement

Similarly, and for the same considerations noted in the preceding, I, the interviewer, _____, hereby grant, assign, and transfer to the AOA the rights, including all literary and property rights (unless restricted as noted below), to publish, duplicate, or otherwise use and dispose of the above described recording(s) and/or transcription(s) and any videotaped footage and still photographs taken during the interview.

The Agreement includes the rights of publication in print and in electronic form, such as placement on the Internet for access by that medium, the right to rebroadcast the interview or portions thereof on the Internet and in other electronic formats, and permission to transfer the interview to future technological mediums.

I (the interviewer) hereby give the AOA the right to distribute the recording(s) and/or transcription(s) to any other libraries and educational institutions for scholarly and educational uses and purposes.

To Be Filled Out By The Interviewer:

Name As He/She
Wishes It To Be Used:

Address:

Phone Number:

Email Address:

Restrictions
(if applicable):

Signature of Interviewer

Date