

CONDITIONS OF USE FORMS: OVERVIEW

Purpose

An ethical approach to oral history ensures that interviewees' rights and interests are respected. In agreeing to be interviewed and for the interview to be transcribed and archived for uses such as research, websites, etc. it is important that informed consent is given. This means that interviewees are aware of their rights and the conditions that they can put on the use of their interviews. It also means that collecting organisations/oral history projects have clear statements of the conditions of use agreed to by interviewees. Hence, conditions of use forms should:

- provide interviewees with clear information about how their interviews and other material will be used;
- provide opportunities for interviewees to request special conditions of use of their material; and
- provide collecting organisations/oral history projects with clear statements about the conditions of use approved by interviewees.

Contents

There are many different examples of conditions of use forms available. If you are recording interviews for a collecting institution (eg. library or museum), then they should have their own forms. If you need to create a conditions of use form, browse available examples and advice. Ensure that your form includes:

- name/title of the project
- interviewee's name and contact details
- interviewer's name and contact details
- name and contact details of where the recording will be stored/archived and/or the organisation responsible for the interview/project
- date and place of interview
- conditions of use of the recordings, photographs or any other material including any restrictions requested by the interviewee
- dated signatures of both interviewee and interviewer

Style

- plain English

Reading and Resources

Recording Agreement, Oral History Society (UK), <http://www.ohs.org.uk/ethics/recording-agreement.html>

Robertson, Beth. *Oral History Handbook, Fifth Edition*, Adelaide, 2010, pp.15-20.

CONDITIONS OF USE FORM: ONE EXAMPLE

Name and contact details of organisation/institution responsible for the project/interview and/or where the recordings will be deposited.

(Please strike out what may be irrelevant)

I, _____, (*name of person being interviewed*) give

Permission for my interview with _____ (*name of interviewer*) on
_____ (*date*)

1. To be placed in the (*insert name of organisation*) collection for the purpose of exhibition use, education and/or research. (Yes/No)
2. I authorise the (*insert name of organisation*) to provide copies of the recording/s to users for research purposes. (Yes/No)
3. I authorise the (*insert name of organisation*) to grant permission for the recording/s or parts of the recording/s to be broadcast or for a transcript, or parts of a transcript of the interview to be published in print, online and/ or performed. (Yes/No)
4. I authorise the (*insert name of organisation*) to grant permission for the recording/s or parts of the recording/s to be placed on the (*insert name of organisation*) website or for a transcript, or parts of a transcript to be placed on the (*insert name of organisation*) website. (Yes/No)
5. I consent to the (*insert name of organisation*) and/or its representative to take a photograph/s of myself for this project and understand that the photograph/s of myself may be used in its publications, on its website and can be used in an exhibition. (Yes/No)
6. I consent to the (*insert name of organisation*) and/or its representative to include any photographs related to this recorded interview in the (*insert name of organisation*) collection. I understand that these photographs may be used in its publications, on its website and can be used in an exhibition. (Yes/No)

Special Conditions: [*See examples in items 2 and 3 of the sample conditions of use forms provided in Beth Robertson, Oral History Handbook, 2010, pp.18-19.*]

Signature of person interviewed: _____

Address: _____

_____ Postcode _____

Telephone: _____

Signature of interviewer: _____

Address: _____

Date: _____