



GREAT BASIN COLLEGE
**Virtual
Humanities
Center**

Oral History Consent, Archiving, and Reproduction Agreement

Consent to participate in an oral history interview for the Great Basin College Virtual Humanities Center (VHC).

PURPOSE: I have been informed that the purpose of this oral history interview is explore, discuss, and archive the experience of Humanities in northern Nevada.

PROCEDURES: The interview will be conducted at the participant's chosen locality at a time and place mutually agreed upon by the participant and the VHC interviewer. The VHC interviewer will record the participant(s)'s stories, insights, or experiences using video or audio, depending on the preference of the participant. Participants may choose to discuss any matters they wish and the participant may refuse to answer any questions. Participants are free to stop the interview at any time.

RISKS AND BENEFITS: Participants are free to refuse to answer questions and may stop the interview at any time. Participants may request a break in the recording at any time. As part of the interview process, the participant will be asked permission for the interview to be archived and/or reproduced in future digital exhibits or other publications.

CONDITIONS OF PARTICIPATION: (Please review the following conditions and options with the VHC interviewer. Feel free to ask questions if they appear unclear.)

(Please read and check the following boxes):

I understand that I am free to withdraw my consent to participate at any time during the interview and discontinue from that point forward.

I agree that recordings of my interview will be stored at Great Basin College through the Virtual Humanities Center through physical and/or digital means.

In terms of identification and reproduction of my interview, I agree to:

(Please choose all of the following which apply)

To reproduce, publish, archive, preserve, conserve, and communicate to the public on the Internet, as well as any successor technologies, whether now existing or hereafter developed, the digital materials described above worldwide, for non-commercial purposes, utilizing software which prohibits the direct download of the digital materials;

<input type="checkbox"/>	To authorize the reproduction, publishing, downloading, editing, and repurposing, in whole or in part, of the digital materials described above, and allow the communication to the public on the Internet, as well as any successor technologies, whether now existing or hereafter developed, of such derivative works of the digital materials described above worldwide, for non-commercial purposes. Authorization includes making digital materials directly downloadable through any software the VHC would use now and in the future;
<input type="checkbox"/>	To authorize the reproduction, publishing, and distribution of the digital materials described above by educators worldwide for classroom use and related non-commercial purposes;
<input type="checkbox"/>	To authorize, sub-license, sub-contract or procure any of the acts agreed to above.

**I HAVE CAREFULLY STUDIED AND UNDERSTAND THIS AGREEMENT.
I FREELY AND VOLUNTARILY AGREE TO PARTICIPATE IN THIS INTERVIEW.**

Participant:

PARTICIPANT NAME (please print)	
POSTAL ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
SIGNATURE	
DATE	

VHC Interviewer:

INTERVIEWER NAME (please print)	
SIGNATURE	
DATE	
CONTACT INFORMATION	

INSTRUCTIONS FOR VHC INTERVIEWERS:

Please read the following statement at the beginning of the interview once recording starts:

“This is [VHC Interviewer] representing the Great Basin College Virtual Humanities Center. The date is [insert date] at [approximate time]. I am interviewing [Participant Name] for the Virtual Humanities Center for the purpose of [insert interview topic]. The interview is being conducted at [insert place].

“[Participant Name] has reviewed the Oral History Consent, Archiving, and Reproduction Agreement. Can you please state for the recording your name and that you have voluntarily agreed to be interviewed and recorded via [video or audio]?”

{AWAIT RESPONSE}

“The VHC would like you to freely discuss anything you think is appropriate, and we invite you to expand on any of the questions which we ask. You have the right to pause or stop this interview at any time. Are you ready to proceed with the interview?”

{AWAIT RESPONSE; if affirmative proceed with interview}

At the end of the interview, please collect the following information:

- 1) Signed **Oral History Consent, Archiving, and Reproduction Agreement** [leave copy with the participant, complete with current contact information]
- 2) Collect contact information for the participant!
- 3) Record the interview setting information (place, time, who all was present)
- 4) Record the media information (type—video or audio; equipment used; file format; length; where the files/materials are stored; other collected material)
- 5) Attach a list of the questions the interviewer prepared (even if the participant did not answer all of them).
- 6) A brief summary of the interviewers’ thoughts on the interview: overall impression; problems; issues which arose; items to verify or double-check.
- 7) Record the Collection information or, if new interview, meet with the VHC Director (or technical personnel) to set up the collection information.