

Informed Consent Form

Oral History Interview

Glen Park Neighborhoods History Project
San Francisco, California

1. You are being asked to participate in interviews for recording and preserving your knowledge of local and neighborhood history. In general and as briefly discussed with you, we plan to discuss your memories and experiences regarding: _____

_____.
Please let us know if there are any topics you would like to discuss or specific questions you want to have asked.

2. The interviews will be video recorded and made available for public and scholarly use online at the Glen Park Neighborhoods History Project (GPNHP) website, GlenParkHistory.org. Any member of the general public will have access to these interviews and your words may be quoted in scholarly and popular publications.
3. The interview(s) are anticipated to be ____ in number and take _____ total hours to complete. They are currently scheduled to be held _____ [date(s)]. Thereafter, postproduction work will be completed within two months. After videos are edited, you will be asked to review and provide feedback. If there is anything that you want to have edited out, you have the option to do so.
4. There are no anticipated risks to participation in this interview. However, you can withdraw from the interview at any time without prejudice prior to the execution and delivery of a DEED OF GIFT (see the attached form). You will also have the opportunity to make special provisions or restrictions in the DEED OF GIFT. During the interview you may request to stop the recording at any time to discuss or clarify how you wish to respond to a question or topic before proceeding. In the event that you choose to withdraw during the interview, any video file made of the interview will be either given to you or destroyed, and no transcript will be made of the interview.

With your permission, any photographs taken of you during the interview(s) will be kept for further use by GPNHP. Any photographs or documents you provide will be scanned and digitized for future use by the GPNHP. A copy of the scans will be provided to you. The originals will be returned to you, unless you choose to deed them to the GPNHP under this agreement. If you withdraw from the project, all photographs and documents will be returned to you, and any photographs of you or digital copies of items you provided will be deleted from GPNHP files.

5. Subject to the provisions of paragraph six below, upon completion of the interview, the digitized recordings and content of the interviews belong to Glen Park Neighborhoods History Project and can be used by the GPNHP in any manner it will determine, including, but not limited to, future use by scholars and researchers in presentations and publications.

6. Glen Park Neighborhoods History Project agrees that: it will not use or exercise any of its rights to the information in the interview prior to the signing of the DEED OF GIFT; the DEED OF GIFT will be submitted to you for your signature before the interview or, if you choose, after you review the video files; and, if you wish, restrictions on the use of the interviews can be placed in the DEED OF GIFT by you and will be accepted as amending the GPNHP's rights to the content of the interviews.
7. Any restrictions as to use of portions of the interviews indicated by you can be handled by editing those portions out of the final video and/or transcript.
8. Upon signing the DEED OF GIFT, any audio or video files, photographs or transcripts from the interviews will be kept by Glen Park Neighborhoods History Project.
9. To summarize your rights:
 - a. You have the right to withdraw at any time from the interviews and any materials created during the interview process will be destroyed or returned to you;
 - b. You have the right to stop the interview process to clarify how you want to proceed with answering a question or any other information you may need to proceed;
 - c. You have the right to refuse to answer or discuss any topic broached during the interview process;
 - d. You have the right to impose restrictions on the use of the material, including sealing portions of the interview or even to choose to remain anonymous. This can be done with an addendum to the DEED OF GIFT or any restrictions can be implanted into the text of the DEED OF GIFT;
 - e. And, of course, you have the right to reschedule any planned interview at your discretion.

10. If you have questions about the oral history interview project or procedures, you can contact:

Evelyn Rose, Chair, Glen Park Neighborhoods History Project, glenparkhistory@gmail.com

Interviewer printed name: _____

Interviewer signature: _____

I, the undersigned, agree to participate in this interview.

Interviewee printed name: _____

Interviewee signature: _____

Address: _____, _____, _____

Phone number: _____ Date: ____/____/____

Email address: _____

Deed of Gift Form

(Interviewee)

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Release of Interviewee

I, _____ of _____ [address],
_____, California _____ [zip] herein permanently give, convey, and assign to
Glen Park Neighborhoods History Project my interview (or oral memoir), consisting of _____
interview(s) conducted on _____ [date(s)].

In so doing I understand that my interview (or oral memoir) will be made available to researchers and may be quoted from, published, or broadcast in any medium (consisting of all forms of print or electronic media, including the Internet or other emerging, future technologies that may be developed) that Glen Park Neighborhoods History Project shall deem appropriate.

In making this gift I fully understand that I am conveying all legal title and literary property rights which I have, or may be deemed to have, in my interview (or oral memoir) as well as my rights, title, and interest in any copyright which may be secured under the laws now, or later, in force and effect in the United States of America. My conveyance of copyright encompasses the exclusive rights of: reproduction, distribution, preparation of derivative works, public performance (including digital audio transmission), public display, digitization, or Internet publication as well as all renewals and extensions.

[Interviewee signature]

Date _____

[Interviewee name]

Deed of Gift Form

(Interviewer)

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Release of Interviewer

I, _____, who conducted an interview or interviews with _____ (name of interviewee) on or about _____ [date], do herein permanently give, convey and assign same to Glen Park Neighborhoods History Project.

In so doing I understand that the interview (or oral memoir) will be made available to researchers and may be quoted from, published, or broadcast in any medium (consisting of all forms of print or electronic media, including the Internet or other emerging, future technologies that may be developed) that Glen Park Neighborhoods History Project shall deem appropriate.

In making this gift I fully understand that I am conveying all legal title and literary property rights which I have, or may be deemed to have, in this interview or interviews (or oral memoir) as well as all my right, title and interest as a joint author in any copyright which may be secured under the laws now, or later, in force and effect in the United States of America. My conveyance of copyright encompasses the exclusive rights of: reproduction, distribution, preparation of derivative works, public performance (including digital audio transmission), public display, digitization, or Internet publication as well as all renewals and extensions.

Signature of Interviewer: _____ Date: _____

I, _____ [representative of GPNHP], accept the interview (or oral memoir) of _____ [name of interviewee] for inclusion into Glen Park Neighborhoods History Project archives.

Signature of Representative: _____ Date: _____