

Tongass Historical Museum
629 Dock Street
Ketchikan, AK 99901
(907) 225-5600



Ketchikan MUSEUMS

www.KetchikanMuseums.org



Totem Heritage Center
601 Deermount Street
Ketchikan, AK 99901
(907) 225-5900

Oral History Gift and Release Agreement

Date(s): _____ **Location(s):** _____

Narrator(s) (or legal representative) print: _____

Interviewer(s) (or legal representative) print: _____

Thank you for your generous contribution of knowledge to Ketchikan Museums' Oral History Program. We acknowledge that your stories belong to you. As the copyright holder you (or the person you represent) have the exclusive rights of: reproduction, distribution, preparation of derivative works, public performance, public display as well as all renewals and extensions. By participating in the program and by signing this form you agree to share your unique intellectual property rights with Ketchikan Museums in a non-exclusive license agreement, unless otherwise restricted below.

The interview and materials generated during the interview may become part of Ketchikan Museums' collection. The interview may be made available for standard Museum uses, including but not limited to exhibits, research, interpretive programs, electronic or online formats, and other uses as deemed appropriate. Ketchikan Museums reserves the right to record, transcribe, transfer to future media, and edit the interview in whole or in part. You agree to hold harmless and release Ketchikan Museums from all liability, petitions, and causes of action.

Restrictions: None Yes (describe below)

By signing, I agree I have read and accept the terms as described above.

Narrator:

Signature Name preferred to be known by or () same as above Date

Mailing address

Phone number E-mail address

Interviewer:

Signature Name preferred to be known by or () same as above Date

Mailing address

Phone number E-mail address

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Additional Participant:

Signature

Name preferred to be known by, please print

Date

Mailing address

Phone number

E-mail address

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Signature

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Dear Oral History Contributor,

We are honored that you will be contributing to an oral history program to record our community's many stories!

Any information, stories and knowledge that you are willing to contribute will be greatly appreciated. It is your choice as to what information you'd like to share with us and the public.

As a museum, it is our responsibility and privilege to collect and share the history and culture of our region. We share historical information in a variety of ways to many different audiences, including:

- **Research:** educational materials, scholarly works, independent researchers
- **Outreach:** radio, internet, film, television, digital and hard copy publications, social media, and new technologies as they become available
- **Exhibition:** display at the Museums, online and/or in other public venues

We look forward to hearing your stories and are happy to create a digital copy of your interview for your own records upon request.

Should you have any questions, please call us at 907.225.5600.

Thank you!

Museum Staff



FREQUENTLY ASKED QUESTIONS

What does copyright for my stories mean?

Your stories belong to you. When you create something or when you are the caretaker or culture bearer of a story, song, dance, or work of art, the Museum can't use that for education or research without your permission. By signing the form, you are allowing the Museum to use the interview and any other items you provide to educate the public about the history and culture of our region.

If I sign the form do I lose the rights to this interview and the information I provide?

No, you keep those rights. This is a non-exclusive agreement, which means by signing this form you are sharing your rights with the Museum.

Can you let me know each time my interview is used?

Museum staff will make every attempt to communicate potential use with you during your lifetime, if requested. The narrator will be responsible for communicating changes to contact information.

Can I put other restrictions on how my interview is used?

Yes, it is possible to do this if material you share in the interview is sensitive or very personal. The Museum wants to respect your story.

What are examples of restrictions that cannot be accepted?

For standard museum use, we request as few restrictions as possible. Thinking about long-term use, we request restrictions to be limited to a certain amount of time (i.e. lifetime or specific number of years). We cannot accept recordings into our collection where:

1. **The narrator or other body must be consulted prior to each use of the interview.** Such a restriction severely reduces the circulation and usefulness of the interview and makes long-term management impossible.
2. **Individuals and/or members of particular groups are forbidden to use the interview.** Ketchikan Museums is firmly committed to the principles of intellectual freedom and will not accept any form of discrimination.
3. **The interviewer and/or narrator prohibit Ketchikan Museums from making copies of the interviews and/or insists upon retaining the right to sell copies.** We need to be able to make copies of interviews for preservation, use, transcription, and for the narrators and their families.
4. **Multiple participants appear on a recording without a signed Oral History Gift and Release Agreement form from each participant.** Each participant on the recording must give permission to be recorded.

Am I limited in retelling or sharing my story with other groups when I have shared it with you?

None of the above stated conditions restricts you from retelling or rerecording any of the information you gave during this oral history interview. Your stories are your own, and likewise your choice to share them with others is also your choice independent of this interview.

Can I have a copy of the interview?

Yes, we can provide the person being interviewed with access to the interview, if requested.