

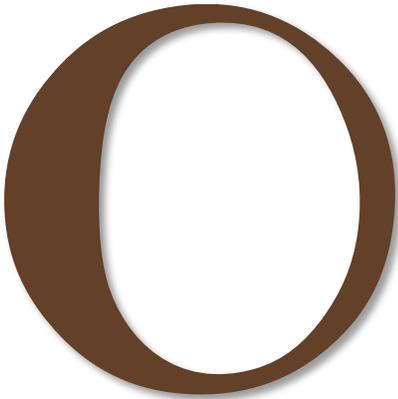
Archival Donation Policy

Affiliates are encouraged to donate their interviews, as part of enlarging the current Oral History Archival Collection at COHDS. Materials will be added to the collection and made available for consultation by affiliates, community members, and students during lab hours or designated archival hours. Affiliate materials donated to the COHDS Archives will be deeded to COHDS using our “Deed of Gift and Donation Checklist” form, through which COHDS will gain the ability to house and reproduce the materials being donated. Archiving materials created by our affiliates is important because it allows others in the COHDS and Concordia community to see the wealth of history being collected by those connected to the Centre. Further, archiving materials ensures that these projects are not just created but are also preserved and made available for researchers and community members in the future. Lastly, donating your materials to a public archive ensures that not only are the materials preserved but they are also made accessible to a wider audience than would be reached if project materials were maintained privately.

The minimum materials needed for your work to be donated to the COHDS archives is the oral history interview file(s) as well as the consent form(s) of all interviewees. After a brief consultation with our Archivist, a deed of gift form would be filled out and your materials would be entered into the archives for processing. Donations will be accepted on during Archival Consultation Hours or by appointment which can be coordinating by emailing our Archivist at archives@cohds.com.

In addition to the interview file(s) and consent form(s), if you have other materials such as transcripts, ethics guides, interview guides, etc. we would like those as well. Though these materials aren't mandatory additions to your donation, they will add more evidential and informational value to your materials. These supplementary materials will provide the context surrounding your interview and your research project and therefore provide insight into your methodologies and the steps that lead to completion of you project. All oral histories are important, and archiving the one's you create is a step to providing a glimpse into the past. These supplementary materials will build on the interviews and give future researchers and community members a glimpse into your thoughts, ideas, and justifications for focusing on the oral histories you are providing.

Once your materials have been donated and a deed of gift has been signed, our archival team will apply a unique accession number through which your materials can always be located at the COHDS archives and through the future COHDS archival database. The team will then arrange and describe your materials according to the Rules for Archival Description before making them available for consultation. Physical copies of archived materials will be held in the archives room and available for consultation during lab hours or designated archival consultation hours. Digital copies of archival material will also be made as COHDS transitions to use of digital archiving software. These digital copies will be accessible through the COHDS website in the near future. What follows is an example of the “Deed of Gift and Donation Checklist” form.



Centre for Oral History and Digital Storytelling
 Centre d'histoire orale et de récits numérisés
 Concordia University • Université Concordia

DEED OF GIFT AND DONATION CHECKLIST

This is an agreement between the Centre for Oral History and Digital Storytelling at Concordia University and _____.

I (we) the above named, hereby unconditionally give, transfer, assign, and deliver to the Centre for Oral History and Digital Storytelling by way of gift, all rights and interest in and to the following item(s) which I (we) own with the understanding that these materials may be reproduced and/or housed physically and on an electronic database.

I (we) understand that the item(s) may be displayed, loaned, or disposed of either physically or electronically at the discretion of the Centre for Oral History and Digital Storytelling. COHDS is governed by the Tri-Council Policy on Ethics in Research, any future use of this donation is governed by the informed consent of the interviewee, as indicated in the written consent form.

Project Title: _____

Project Description: _____

Donor Contact Information

Name:
Phone:
Email:
Address:

Mandatory Materials:

- ____ Interviews (Format(s): _____)
- ____ Consent Forms

Supplementary Materials:

- ____ Ethics Package
- ____ Interview Guide
- ____ Transcripts
- ____ Reflections
- ____ Research Outputs/Papers
- Other (specify): _____

 Donor Signature

 Date

 COHDS Archival Staff Signature

 Date

Mandatory Material Explanations

□ **Interviews**

COHDS staff recommends that interviews be in the following formats though other formats will also be accepted

Video: AVI, MOV, MP4

Audio: WAV, MP3

File Name Structure: Date of Interview_LAST name, First name_Material Type with number (2015-11-27_SMITH, John_Session 1)

□ **Consent Forms**

All consent forms must specify that the interviewee gives permission for the interview to be completely public, have no restrictions, and allow for reproduction. We will also accept anonymous interview materials if any and all links to the interviewee have been removed before or during donation. Projects and interview materials will NOT be accepted if the interviews are not completely public

File Name Structure: 2015-11-27_SMITH, John_Consent Form

Supplementary Material Explanations

□ **Ethics Package**

If you have an Ethics Package for your project it would be helpful to include it in your donation. Ethics Packages allow future researchers a glimpse into your research methodology and the justifications behind your oral history research.

File Name Structure: 2015-11-27_SMITH, John_Ethics Package

□ **Interview Guide**

Interview Guides allow future researchers a glimpse into your interview methodology, allowing them to understand the oral history method used to collect your interviews.

File Name Structure: 2015-11-27_SMITH, John_Interview Guide

□ **Transcripts**

Transcripts give researchers another resource they can analyse your interviews.

File Name Structure: 2015-11-27_SMITH, John_Transcript

□ **Reflections**

Reflections give researchers another look at your methodology and allow them to see your progress from start to finish.

□ **Research Outputs**

If you've produced anything like a final paper or a final report as a result of your research, inclusion in the project donation would be helpful to summarize your efforts in creating and researching this oral history project.

□ **Other**

If you've produced anything not mentioned in the above list as part of or as a result of your research project, or if you have any supplemental material that should be included in or with your project, please include them and provide a list of the materials.