

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
- Listing of donated materials

Supplementary Materials:

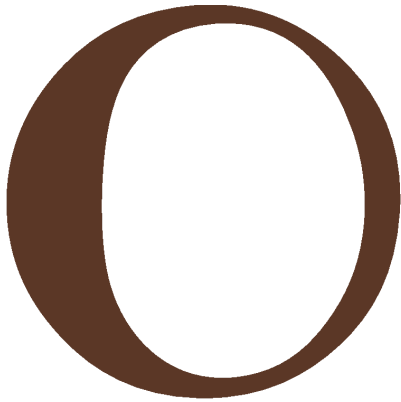
- ____ Ethics Package
- ____ Interview Guide
- ____ Transcripts
- ____ Reflections
- ____ Research Outputs/Papers
- Other (specify): _____

 Donor Signature

 Date

 COHDS Archival Staff Signature

 Date



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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.