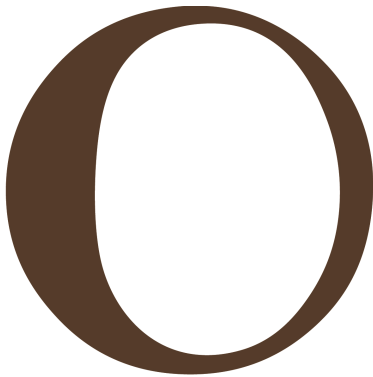


## Donation Agreement



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

This is an agreement between

\_\_\_\_\_  
(the donor) and the Centre for Oral History and Digital Storytelling at Concordia University.

In signing this agreement, you consent to allow the Centre for Oral History and Digital Storytelling (COHDS) to house the donated materials physically and electronically, with the understanding that they will be made accessible based on the indicated level of access. Material might be used in publication based on the conditions described in the access levels. Additionally, all material donated to COHDS will be processed, and the centre reserves the right to weed duplicates or unnecessary documents at their discretion. COHDS houses and preserves all material donated, but ownership remains with the donor. Both the interviewee and donor are free at any point to modify the level of access or withdraw the donated materials.

Materials donated to the COHDS must include the following:

- 1 WAV copy and 1 MP3 copy for audio files
- 1 AVI, MOV, or MP4 copy for video files
- 1 PDF copy for textual files
- Consent form(s)\*

**\*All consent forms must explicitly specify that the interviewee gives permission for the interview to be donated, and the level of access must be clearly discernable\***

Donor contact information. Please fill out the following sections:

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Donors must provide a description of all materials being donated. Please fill out the following sections:

<b>Project Title:</b>
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<b>Project Description:</b>

Potential supplementary materials:

- |  |  |
|--|--|
| <input type="checkbox"/> Ethics package        | <input type="checkbox"/> Reflection                  |
| <input type="checkbox"/> Interview guide       | <input type="checkbox"/> Related papers/publications |
| <input type="checkbox"/> Course syllabus       | <input type="checkbox"/> Other (Specify):            |
| <input type="checkbox"/> Transcript/Chronology |  |

Levels of Access

- **Open Public Access 1:** Dissemination and reproduction through any method and media. Web consent.
- **Open Public Access 2:** Interview and documentation available at COHDS and at some Montreal Life Stories partners, but no transmissions or reproductions. No web consent.
- **Limited Access:** Only researchers with a signed access agreement can see the interviews and they must be viewed at COHDS. Identity of the interviewee is concealed to everyone but the researcher. No web consent.
- **Anonymous:** The original interview has been destroyed and only the transcript remains with no indication of the identity of the interviewee. The transcript can be reproduced and transmitted in an online database or any other type of publication or public presentation. Web consent.

Accession Number: \_\_\_\_\_

\_\_\_\_\_  
Donor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
COHDS Archival Staff Signature

\_\_\_\_\_  
Date