



Archival Access Agreement

Community Member Access Number: _____

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

First Name: _____

Last Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Email: _____

Reason for consulting the COHDS Archives (Please choose one):

- School Related
- Work Related
- Community Project Related
- Other (Please specify): _____

Please consult the Archival Rules, Regulations, and Confidentiality Agreement on the back of this form before signing below.

By signing below, I, _____, acknowledge that I have read, agree to abide by, and respect the attached Rules, Regulations, and Confidentiality Agreement of the COHDS Archives. I understand that my signature on this document grants me access to the COHDS collections. I agree to indemnify and hold harmless the Centre, its employees, volunteers, and interns from and against all claims and actions arising out of the inappropriate use of these records.

Signature of Community Member: _____

Date: _____

Items consulted:

Item title: _____	Item Accession Number: _____
Item title: _____	Item Accession Number: _____
Item title: _____	Item Accession Number: _____
Item title: _____	Item Accession Number: _____

A COHDS 'Community Member' is any individual whether they are an affiliate of the Centre, connected to COHDS in an official or unofficial capacity, have used the Centre's facilities in the past, or are brought to the Centre through academic pursuits. This includes academic researchers, students, affiliates, community-based researchers, core members, individuals representing organizations with affiliations, and educators. Those completing research at the Centre for Oral History and Digital Storytelling Archives are subject to the following rules and regulations:

- COHDS materials may be used for research purposes **only** unless otherwise permitted by a Director;
- Access to interviews may be limited to five (5) interviews or less at a time;
- Community Members must respect the welfare of the collection's materials, COHDS equipment, other users, and COHDS staff;
- The Director must be made aware of the use of any COHDS archival material in research for, or the creation of, any publication(s) or audio/video production(s) before use and such use must be properly referenced¹;
- Community Members may not copy or reproduce material from the COHDS collection, either in part or in whole without first confirming restriction levels with the Archives Coordinator or a Director;
- Community Members must respect the confidentiality of each interviewee as outlined in their Interviewee Consent Form.

Those completing research at the Centre for Oral History and Digital Storytelling Archives understand and agree that any confidential information shared during the course of their time at COHDS/CHORN **MUST** be kept confidential. Community Members agree to respect the confidentiality of each interviewee as outlined in their Interviewee Consent Form. Wherefore, the signing parties acknowledge that they have read and understood their agreement in full and voluntarily accept the duties and obligations set forth herein. Those who fail to respect these limitations may have their archival access privileges revoked.

¹ COHDS Archival Staff can assist Community Members requiring clarification on how to properly reference the various materials within the COHDS collections.