



Family Day 2021 – Young Historians Oral History Project

Informed Consent

1. You are being asked to participate in an interview in connection with the Young Historians Oral History Project for Family Day 2021 with the Cranbrook History Centre (CHC). You are being asked to participate because you have been a member of the community of Cranbrook, British Columbia, Canada during the year 2020. You will be asked to share your memories and experiences with the CHC related to the COVID-19 Global Pandemic. A list of questions will be provided. You have the right to answer any or all of these questions at your discretion. You have the right not to answer any of the questions should you consider them uncomfortable or inappropriate. With your permission, a photograph of you will also be taken during the Project.
2. This interview will be recorded on February 13, 2021. Should you feel that more time is needed to complete the interview, arrangements can be made to extend the interview at your convenience. Once the interview is complete, it will be transcribed and edited for readability in accordance with the CHC's policies and procedures. Once the interview is complete you will have the opportunity to place restrictions on access and reproduction of the interview if you so desire.
3. Your participation in this interview is completely voluntary and you are free to withdraw consent and cease all participation in this interview at any time without any consequences whatsoever. During the interview you may request to stop the recording at any time to discuss or clarify how you wish to respond to a question or topic before proceeding. In the event that you choose to withdraw during the interview, any recording(s) made of the interview will be either given to you or destroyed, and no transcript will be made of the interview.
4. Others may benefit from the knowledge you provide in this interview for the CHC's oral history collection. There is no cost to participate in this interview and you will not be paid for your time; you will, however, receive a digital copy of your interview.
5. The recordings, transcripts, photographs, research materials, and memorabilia (collectively called the "Donation") will be maintained by the CHC in its Archives and made available in accordance with general policies for research and other scholarly purposes. The Donation may be made available online bound by the restrictions for use placed on the Donation as detailed above.
6. The CHC will be granted all right, title, and interest in the Donation, including the literary rights and the copyright. You shall retain the right to copy, use, and publish the Donation in part or in full.
7. If you have questions about the project or procedures, or your rights as a participant in research you can contact Honor Neve, Chief Curator (250) 489-3918, curator@cranbrookhistorycentre.com.



Deed of Gift

Oral History

The Cranbrook History Centre aims to preserve the history of the East Kootenay through the recollections of those who have contributed to the history, culture and stories of the land and people. We believe in the power of history to ignite the imagination, stimulate curiosity, provide enjoyment, and engage communities through authentic programming, research, and dynamic displays. The Cranbrook History Centre brings the stories of the past to life from the perspectives of the women, men, individuals, and families of our community, as recorded in their own words.

Interviewee Contact Information

Last Name: _____ First Name: _____

Organization or Company (if applicable): _____

Address: _____

City: _____ Province/State: _____ Postal/Zip Code: _____

Email: _____ Phone: _____

Other Interviewees (only applicable for households):

Full Name(s):

I understand the following agreement applies to all members of the household as listed above.

I, _____ voluntarily agree to participate in the oral history interview on this day the ____ of _____, 20____, for the Cranbrook History Centre Archives (CHC). I acknowledge that the CHC acquires oral history interviews with the intent of making them available to users for an ongoing or indefinite period of time. I understand that to accomplish this, the following items may be created from my interview:

- A preservation master copy in addition to user copies of the recording
- Reformatted copies of the recording that meet changing technological and archival standards
- An edited transcript and summary
- A photograph of me from the interview
- Copies of any personal documents or additional photos I wish to share during the interview

Copyright and Licensing

Copyrights and rights of reproduction in and to these materials will be governed by the Canadian Copyright Act. The Participant transfers the copyrights to the Centre, which grants a non-exclusive license to the participant for the complete and unrestricted right to copy, use, and publish the Donation in part or in full.

Agreement

I have read the information contained within this release form, the interviewer(s) informed me of my rights, and offered to answer any questions or concerns I had about this document or the interview. I hereby consent to participate in this oral history interview.

This constitutes my entire and complete understanding:

Donor Signature		Date		
Curator Signature, Cranbrook Archives, Museum and Landmark Foundation		Date		
FOR ARCHIVES USE ONLY				
Copy for Donor	Donor Information Complete	Donor Recording Copy Sent	Acknowledgement sent	Accession #



Restrictions

OPTIONAL: I wish to place the following restrictions on the use of this interview: _____

I understand that regardless of any restrictions that may be placed on the transcript of the interview, the CHC retains the rights to all materials generated about my oral history interview and will make the summary details available on the CHC's online collections database. Should the CHC wish to post to the Internet the content of the oral history interview, that is, direct quotations, audio clips, video clips, or other material from the oral history recordings or the transcription of the recordings, the CHC will be bound by the restrictions for use placed on the Donation as detailed above. Should the CHC wish to post to the Internet the entire oral history interview during my lifetime, I will have the opportunity to permit or deny this posting.

I understand that the CHC will enforce my wishes until the time of my death, when any restrictions will be removed.

