

Narrator Release Form



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You are participating in an oral history interview at the National Public Housing Museum (hereafter referred to as “NPHM” or “The Museum”) in Chicago. The program exists to preserve the living histories of current and former public housing residents, as well as those who have meaningful relationships to public housing.

The information is being gathered and preserved for historical, educational, and creative use. Interviews will be **audio-recorded**; remote interviews may also be video-recorded, but this file is being saved for back-up purposes only and will not be shared with the public. Interviews will go through post-production, including having detailed summaries written about them. **The interview audio, transcript, finding aid, and any other materials produced or collected in this process will be referred to as “the interview materials.”**

You will be contacted after your interview is processed and have the opportunity to make any edits to (including removals from) the interview materials. After the museum implements any edits you provide, **you will receive a copy of your interview in the format that you request** at the bottom of this form. You will be **notified and have the option to review any and all usage** of your interview. You will also receive **access to any finished products** that are created using your interview. For any questions related to this form or the interview process, contact the Oral History Programs Manager at lchen@nphm.org.

CONSENT TO INTERVIEW

I, _____, knowingly and voluntarily permit the National Public Housing Museum to conduct an interview with me on _____. I understand that I do not have to take part in this project; that **I can stop the interview at any time and without giving a reason**; and that **I can refuse any question** that is asked without giving a reason.

_____ Name of Narrator (Please Print)		_____ Name of Interviewer (Please Print)	
_____ Signature of Narrator	_____ Date	_____ Signature of Interviewer	_____ Date

If follow-up interview(s) are conducted with the same interviewer, list additional interview dates below:

CONSENT TO ARCHIVE FULL INTERVIEW(S)

- I knowingly and voluntarily permit The Museum to include the interview materials in their Oral History Archive, within the section:

Public Oral History Archive	Limited Access Archive	Protected/No Access Archive
<i>Specific parameters regarding access (ex, for whom and when) may be noted in "Special Restrictions" on next page</i>		

- | | | |
|--|------------|-----------|
| • I permit NPHM to include a self-provided photo with my archival materials. | Yes | No |
| • I permit NPHM to use AI software in the process of transcribing my interview. | Yes | No |
| • If I am unresponsive after NPHM’s “good faith effort” (3+ contact attempts over 30 days) , I permit my materials to be archived before I review them. I understand that I may make edits or withdraw my interview materials at any time. | Yes | No |
- I permit the following regarding **downloads** of my interview materials: *[check one box per column]*

	transcript:	audio file:	finding aid:
contact me to decide (case-by-case basis)			
downloadable after request to NPHM			
downloadable from website (no request needed)			
NO downloads EVER			

Self-describe parameters: _____
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CONSENT TO USAGE OF INTERVIEW(S)

NPHM handles copyright and ownership with **Creative Commons Licenses**. This means that you, the narrator, **retain all of your copyright and ownership rights** to the interview, but that **others may use it within certain parameters**.

All interviews are covered under two licenses: **Attribution** (you must be given credit) and **Non-Commercial** (your interviews cannot be used for financial gain).

You may also choose to have a No-Derivatives License, which means that your interview cannot be used as a basis for new creations (ex, featured in a podcast episode). **We find that interviews receive more engagement when we use it in creative ways, but it is your decision.** For more information, contact lchen@nphm.org or visit creativecommons.org/.

1.) **NPHM Usage:** to use as clip(s) and/or in its entirety in all media for **non-profit educational usage**, including but not limited to: exhibitions, radio/podcast, television, film, compact disc, in print, and on the Internet, as well as any successor technologies.

Yes No

2.) **External Usage:** To make available for usage by researchers and others accessing the NPHM Oral History Archive. My name will be attached to my interview and I will be cited directly in researchers' published or unpublished work, unless I wish to remain anonymous.

Yes No

All usage will also go through a "good faith effort" for approval, as defined above in "Consent to Archive," unless the following line is initialed.

Waive Usage Review [OPTIONAL]: I **waive** my right to **edit and approve** any and all **curated or finished products** in connection with my interview materials.

Yes No

Special Restrictions (for **archiving AND/OR usage**):

My signature below indicates that I am aware that this is a release of liability and a contract between me and the National Public Housing Museum, and I sign it of my own free will. This Release shall be understood in accordance with the law of the State of Illinois.

ACCEPTED AND AGREED

Signature

Date

Pronouns

How would you like to be addressed? (ex, Mr. [last name], Ms./Miss [first name], Coach [first name], Dr. [first name], etc.)

Telephone

Email

Preferred contact method: Telephone (call) Telephone (text) Email

Format of interview copy: CD Flash Drive Digital File

Add to NPHM mail list? Yes No