# Oral History Recording Agreement

## Contact details

Organisation/project name:

Telephone number:

Email address:

## Recording oral histories

Recordings of oral histories are vital to preserving Norfolk’s memory.

[*name of your organisation* ] is collating information on/for [*subject/title of project* ]:

Your recorded interview, together with related materials such as photographs, transcripts, or copies thereof, will:

* [*Project use*]:
* Become part of the archive cared for by [*name of your organisation* ] where it will be preserved as a permanent public reference resource for use in research, publication, education, lectures, broadcasting and publication on the -Internet under a Creative Commons (Attribution-Non-Commercial) licence.

The purpose of this Agreement is to ensure that your contribution is used by   
[*name of your organisation* ] and added to the collections of [*name of your organisation* ] at regular intervals throughout the project OR at the end of the project in strict accordance with your wishes.

This Agreement is made between   
[*name of your organisation* ] and you (“the Interviewee”, “I”):

Your name:

Your address:

In regard to the recorded interview/s which took place on [*Date/s* ]

## Declaration

I, the Interviewee confirm that I agreed to take part in the recording and hereby assign to [*name of your organisation* ] all copyright in my contribution for use in all and any media. I understand that this will not affect my moral right to be identified as the ‘performer’ in accordance with the Copyright, Design and Patents Act 1988.

I also understand that [*name of your organisation* ] may transfer OR share this copyright with [*Record office name* ]   
if my contribution to [*name of project* ]   
is given to them.

If you do not wish to assign your copyright to [*name of your organisation* ] and ultimately [*Record office name* ], or you wish to limit public access to all or part of your contribution for a period of years, please state these conditions here:

This Agreement will be governed by and construed in accordance with English law and the jurisdiction of the English courts.

Both parties shall, by signing below, indicate acceptance of the Agreement.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:

Date:

On behalf of [*name of your organisation* ]:

Signed:

Name in block capitals:

Date: