

# Sample: Basic Contract Form

*Adapted and modified from Neuenschwander, A Guide to Oral History and the Law (Oxford University Press, 2009), p. 118.*

(Use letterhead stationery or add a heading with the name of the repository or sponsor.)

The mission of the Somewhere Historical Society Oral History Project is to document and preserve the history of Somewhere County, Texas, as told by its citizens. Interviews gathered as part of this Project will be made available to researchers and may be quoted from, published, or broadcast in any medium or form that the Society deems appropriate. Future uses may include quotation and publication or broadcast in any media, including the Internet.

Participants in the Project must sign this agreement. Read the agreement carefully. If you have questions about the Project or about the agreement, please contact the Somewhere Historical Society director, I. M. Someone, at (111) 111-1111.

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In consideration for the audio and/or video recording, editing, processing, and preservation of my oral history interview/s by the Somewhere Historical Society, I, Jane Doe, of 111 Maple Street, Somewhere, Somewhere County, Texas, 12345, herein permanently transfer to Somewhere Historical Society my interview/s.

In making this contract I understand that I am conveying all right, title, and interest in copyright to Somewhere Historical Society. My conveyance of copyright encompasses the exclusive rights of: reproduction, distribution, preparation of derivative works, public performance, and public display, as well as all renewals and extensions. I also grant the Society the right to use my name and likeness in any promotional materials for publications or projects. In return, the Society grants to me a nonexclusive license to utilize my interview/s during my lifetime.

I understand that I will have the opportunity to review and edit my interview/s before it is/they are made available for historical research whether in audio/video and/or transcript form. The Society will then make my interview/s available for research without restriction.

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Interviewee

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Interviewer

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Date

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Date