

EMBL Oral History – Consent Form

Recordings of oral histories are integral to the EMBL Archive’s mission of “capturing, processing and making accessible EMBL’s scientific records and archives, and institutional documentary heritage of enduring historical value created (naturally or necessarily) or received by EMBL as a product of its activities at any of its current and future sites.”¹ Your recorded interview and produced transcript of it will become part of the EMBL Archive and be cared for by the EMBL Archive, where they will be preserved permanently as a reference resource, made available for public and scholarly use through the EMBL Archive. Any member of EMBL and the general public will have access to the interview and its transcript and your words may be quoted. **The purpose of this consent form is to ensure that your recorded interview(s) and transcript(s) is/are added to the EMBL Archive in strict accordance with your wishes.**

This consent is made between the EMBL, Meyerhofstraße 1, 69117 Heidelberg, Germany (hereinafter “the EMBL Archive”) and you (hereinafter “the Interviewee”, “I”):

Name of the interviewee: _____

Address of the interviewee: _____

and refers to the recorded interview(s) which took place on: _____

The term “recorded interview(s)” refers to any audio, photographic or video recordings created during the interview process specified above.

The term “transcript” refers to verbatim written, typed or printed summary of the recorded interview.

Summary:

The interview process, the transfer of your recorded interview(s) as well as the transcript(s) handling within the EMBL Archive will be discussed with you prior to the recording. At this stage, you will be given the opportunity to ask questions about the interview process and discuss topics to be covered or avoided during the interview. At any time during the interview process, you can:

- withdraw at any time from the interview process and any materials, including the transcript, created during the interview process will be destroyed;
- stop the interview process to clarify how you want to proceed with answering a question or any other information you may need to proceed;
- refuse to answer or discuss any topic broached during the interview process.

Following the interview process, you will be given the opportunity to listen to the recording and impose restrictions on the access and use of your recorded interview(s). For example, if you wish to make your interview available anonymously (meaning that your name will be kept separately from

¹ EMBL Archive Terms of Reference (2018), § 2.

the recorded interview and not be made accessible to users of the EMBL Archive), or limit public access to your contribution for a period of years, you may do so in in the Declaration (below).

Upon request, you will be provided with a full, unedited verbatim transcript of the recorded interview(s) for your reference. If you impose restriction on the access and use of the recorded interview(s) and you wish to keep the interview anonymized, then the transcript will also be anonymized and information in the transcript that could identify yourself is not revealed.

Would you like to be provided with a transcript of your recorded interview? YES / NO

Declaration:

I, the Interviewee, confirm that I consented voluntarily to take part in the interview process and for both my recorded interview and the transcript to be preserved permanently by the EMBL Archive.

I also consent / do not consent to be photographed and / or filmed as part of the interview process. *(Please delete as appropriate.)*

I also understand that the transcript is an unedited, verbatim transcript of my recorded interview – with punctuation added – and that I am only provided a copy of it for my information, not to review, correct, amend or approve what was said in the recorded interview.

I hereby assign to the EMBL ownership and the copyright both of my recorded interview(s) and of the transcript(s). This allows EMBL to quote, paraphrase, reproduce, publish, display, distribute my recorded interview transcript(s) or parts thereof, and to the use of my name in relation to the recorded interview and its uses.

If you wish to impose restrictions on the access and use of your recorded interview(s) or of transcript(s) (e.g. anonymity or restricted access), please clearly state these conditions here.

The EMBL Archive commits itself to respecting the above conditions.

By signing below, both parties accept the terms of this consent form.

By (or on behalf of) the Interviewee:

Signed: _____

Name (in block capitals): _____

Relationship to Interviewee (if appropriate): _____

Date: _____

Place: _____



On behalf of the EMBL Archive:

Signed: _____

Name (in block capitals): _____

Job title and Employer: _____

Date: _____

Place: _____