

Consent Form

1. **Study Title:** T. Harry Williams Center for Oral History Collection
2. **Performance Sites:** Site selected by the interviewee
3. **For information contact:** Jennifer Abraham Cramer, Director
T. Harry Williams Center for Oral History
202 Middleton, LSU Libraries
Baton Rouge, LA 70803
(225) 578-7439
M-F 8:00 a.m. – 4:30 p.m.
4. **Purpose:** The Williams Center for Oral History is documenting the political, social, economic, cultural, and educational history of Louisiana through the use of recorded interviews.
5. **Interviewees:** Individuals over the age of 18.
6. **Number of Interviewees:** Unlimited
7. **Interview Procedures:** This interview will focus on: (write in focus of the interview)

All interviews will begin with a series of background questions about your family history, your childhood years, your educational background, etc.

The interview will be conducted in sessions lasting a length of time to be determined by you, the interviewee. At the end of each session you will be asked to sign a written release form giving copyright of the tape and transcript to the T. Harry Williams Center for Oral History. This release form allows the Williams Center to deposit this tape and transcript into the Louisiana and Lower Mississippi Valley Collection (LLMVC) located in LSU's Hill Memorial Library. This release form also enables the Williams Center to make your interview available to researchers and gives us permission to use the tapes and transcripts in public presentations

including but not limited to audio or video documentaries Internet publications, presentations, or exhibits.

You may place restrictions on the tape and/or transcript of your interview or portions thereof. Because we are conducting these interviews to preserve the history and culture of Louisiana, we want these tapes to be made available to researchers and require that you restrict your interview for a limited number of years -- ten years, twenty-five years, fifty years, etc. The Williams Center will not place a permanent restriction on an interview.

Because of the large quantity of interviews in our collection and our limited staff, the Williams Center cannot transcribe every interview that we conduct. If we do not transcribe your interview, we will compile an index of the main topics and make that and the tape available to researchers. If we do transcribe your interview, we will send you a copy of it to review, and we will give you three months to make any corrections to it that you consider necessary and return it to us. If you do not return the corrected transcript to us in the allotted time, we will assume that you have no changes to make to the document. Both the tape and the transcript will be deposited into LLMVC and be made available to researchers.

8. **Benefits:** This interview will help to document the history and culture of Louisiana and be a useful research tool for scholars. It will also preserve your memories and experiences for future generations of your family.

If you would like a copy of the tape of your interview, the Williams Center will give you one copy free of charge. To purchase additional copies, contact the Williams Center.

9. **Risks:** The only risk is the inadvertent release of sensitive information. However, you may restrict any information that you believe is sensitive at any time during the process.

10. **Right to Refuse:** You may end the interview at any time or tell the interviewer to turn off the tape recorder if you want part of your conversation to be “off the record”. You may also refuse to answer any question or line of questioning.

11. **Privacy:** This interview will be deposited into the Louisiana Lower Mississippi Valley Collection and made available to researchers. It may also be used in part or as a whole in public presentations. If you want to remain anonymous or to restrict the use of your interview, please inform tell your interviewer or Jennifer A. Cramer of the Williams Center at (225) 578-7439 or jabrah1@lsu.edu..

12. **Signature:** _____

The study has been discussed with me and all my questions have been answered. I may direct additional questions regarding study specifics to the Williams Center for Oral History. If I have questions about interviewee’s rights or other concerns, I can contact Dennis Landin, Institutional Review Board, (225) 578-8692. I agree to be interviewed for the T. Harry Williams Center for Oral History and acknowledge the interviewer’s obligation to provide me with a signed copy of this consent form.

Signature of Interviewee

Date