

Church History Interview Agreement

Training document

INSTRUCTIONS

- Sometime during the interview, prepare the interview agreement by filling in every section.
- The form is written as if the interviewee is completing each section. However, it is generally easiest for you to ask the interviewee questions while filling out the form.

“Interviewee Information” Section

Enter the contact information of the person being interviewed. The person’s full name should be broken into two fields: family name and given names. The person’s full name should also be entered in the “Complete name” field in the most complete and appropriate manner, determined by the interviewee. Also enter the individual’s phone number, email address, and mailing address in the appropriate fields. There are enough fields in this section to enter three interviewees. Use an additional form when more than three individuals are being interviewed.

Some names require the use of non-Latin-alphabet characters. Enter the interviewee’s name using the appropriate characters for that language in the “Complete name” field. You should also include the anglicized version of the name. For example, Kim Mi-Jeong could be entered as Kim 김, Mi-Jeong 미정.

“Interview Information” Section

“Dates on which the interview was or is to be recorded”: Enter the date or dates on which the interview was recorded. Use the DD-MMM-YYYY format.

“Recording location”: Enter the city and country where the interview is being recorded. Include additional information, such as a state or region, when applicable. For interviews recorded in two locations (phone interviews), record both locations and the technology used to connect the parties.

“Significance: Explain the role of the interviewees in the history of the Church”: In other words, why are you interviewing this person?

“Terms of the Agreement” Section

These are the legal terms of the agreement. They are intended to give the Church very broad usage rights so that we will not be limited in our efforts to share the record. The recording is a Church product, and the Church holds the copyright. The interviewee is granting the Church the right to use his or her name, image, voice, likeness, and personal information. Signing the form in no way limits the interviewee’s ability to share his or her stories again, but the interviewee has no rights to the recording that is made during the interview. Do not modify the terms in any way without consulting a Church History Department archivist.

This agreement can be used to acquire additional records, such as photographs and documents, collected during the interview. However, a donation agreement should be used when the records are not associated with the interview or when the records are numerous.

“Signatures” Section

The Church representative is the person authorized by the Church History Department to conduct the interview. The agreement date is the date the final signature is added to the agreement.

The interviewees are the individuals who are being interviewed. Please include the birth year of each interviewee. This is used to identify and distinguish individuals with the same name. The membership record number (MRN) can be used as an alternative for those who do not want to share their birth year. Please *do not include actual birth dates*, as we are not properly protecting that information and this will cause privacy issues for the Church. There is room for three interviewees to sign. Use an additional form when more than three individuals are being interviewed.