

UNT Oral History Interview Checklist

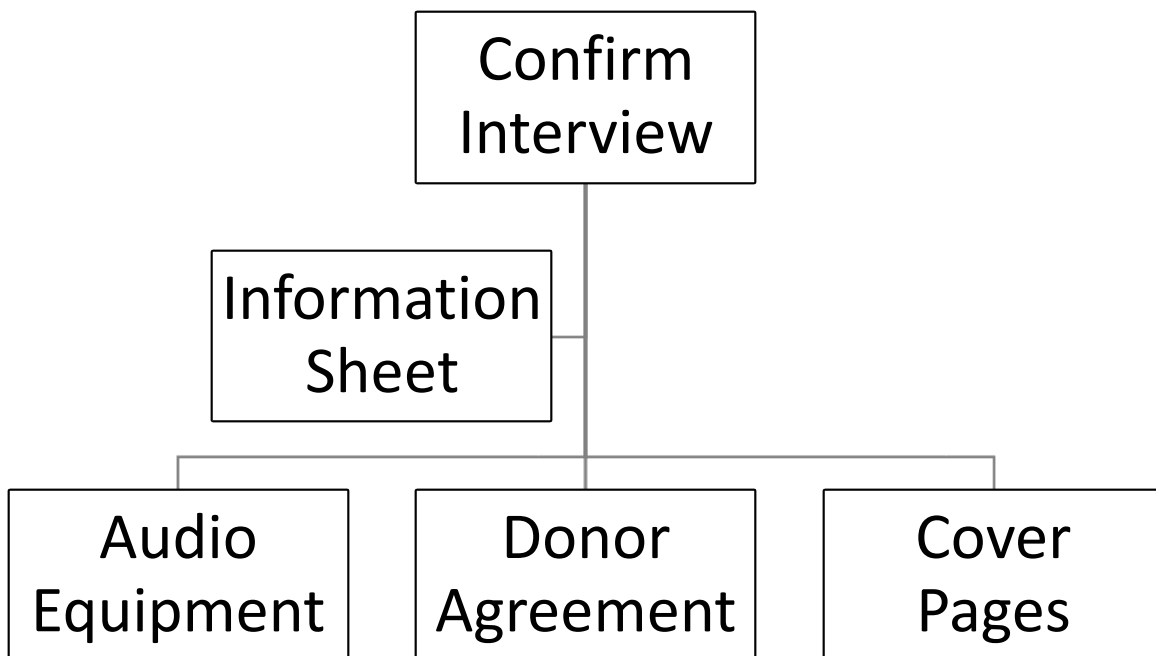
From InterviewER:

- Interview approval by OHP Director
- Signed copy of Interviewer Donor Agreement (if not on file)
- Completed Interviewee Information Sheet for OHP office
- Reserve / Pick-up Audio Equipment (if applicable)
- Return audio equipment, **audio** and rough draft of interview abstract

From InterviewEE:

- 2 copies of Donor Agreement with original signatures – **return** to OHP office – make copy for interviewee to keep if requested
- 2 copies of Cover Pages with original signatures – **return both** to OHP office

These need to be returned to OHP as soon as possible following the interview along with equipment and audio!



UNT ORAL HISTORY PROGRAM

1155 Union Circle #305430
Denton TX 76203-5017
oralhistory.unt.edu

GAB Ste 107
940-565-2549
oralhistory@unt.edu

UNT Oral History Program
INTERVIEWEE INFORMATION SHEET
Complete **all** fields and return to UNT OHP Office. **Please print.**

Interviewer (your name as to appear on cover page): _____

Scheduled date of interview: _____

Interview location (city): _____

in-person virtual format (Zoom) phone

Interviewee full legal name: _____
(please check **spelling**)

Name to be printed on cover page and OHP website (if **different** than legal name i.e. **nickname** or **middle name**):

Mailing address: _____

Main **phone**/contact #: (home/cell) _____

Email: _____

Month/Year of birth: _____

Place of birth (city/state or country):

Brief summary (*purpose for interview / key words, events, dates / project*) to include in website abstract: _____

ACCESS: Interviewee grants access of _____ recording _____ transcript (if available) via:

___ All available services ___ Portal to Texas History ___ Digital project(s)

___ UNT Digital Library ___ UNT Special Collections ___ Other

Are there any **restrictions**? If yes, please detail:

ORAL HISTORY COLLECTION: UNIVERSITY OF NORTH TEXAS

INTERVIEWER DONOR AGREEMENT

THIS AGREEMENT is made as of this ____ Day of _____, 2022, between _____ (referred to below as Interviewer), and the UNIVERSITY OF NORTH TEXAS (referred to below as University) relating to all interviews in transcript form, made on various dates, and the recording tapes from which said transcripts were prepared (both of which are collectively referred to below as the Interview).

In consideration of the following mutual promises and agreements of the parties hereto, it is agreed as follows:

1. Interviewer's Grant. The interviewer hereby irrevocably grants, assigns, and transfers to the University all rights to said interview. These rights include: (1) All legal title and literary property rights which the Interviewer has or may be deemed to have in said Interview, and (2) all right, title, and interest in copyright which the Interviewer has or may be deemed to have in said Interview, and (3) more particularly, the exclusive rights of reproduction, distribution, preparation or derivative works, public performance, and display.
2. Warranty. The Interviewer warrants that he or she is co-author of the Interview with full power and authority to make this assignment to the University and will do nothing to that will in any way interfere with the full enjoyment by others of the rights conferred by this Agreement.
3. No Obligation to Publish. In no event shall the University be obligated to produce transcripts of the interview.
4. Alternative Dispute Resolution. Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain projects. If Chapter 2260 applies to this Agreement, the parties must use the statutory dispute resolution process to attempt to resolve disputes arising under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument the ____ Day of _____, 2022.

UNIVERSITY OF NORTH TEXAS

Interviewer

UNT Oral History Admin

**ORAL HISTORY COLLECTION:
UNIVERSITY OF NORTH TEXAS INTERVIEWEE DONOR AGREEMENT**

THIS AGREEMENT is made between _____, (“Interviewee”), and the UNIVERSITY OF NORTH TEXAS (“University”) relating to an interview entitled An Interview with _____ dated _____, including the recording and any transcript or related materials prepared from said recording (all of which are collectively referred to below as the Interview).

In consideration of the following mutual promises and agreements of the parties hereto, it is agreed as follows:

1. **Interviewee’s Grant.** The Interviewee hereby irrevocably grants, assigns, and transfers to the University all rights to said Interview, which is understood to include any materials associated with the Interview, including but not limited to photographs, written materials, and/or audio or video recordings provided by Interviewee or created by University. These rights include: (1) All legal title and literary property rights which the Interviewee has or may be deemed to have in said Interview, and (2) all right, title, and interest in copyright which the Interviewee has or may be deemed to have in said Interview, and (3) more particularly, the exclusive rights of reproduction, distribution, preparation of derivative works, public performance, and display in any medium that the University may deem appropriate.
2. **Warranty.** The Interviewee represents that he or she is co-author of the Interview with full power and authority to make this assignment to the University and will do nothing that will in any way interfere with the full enjoyment by others of the rights conferred by this Agreement.
3. **Editing.** It is agreed that between the parties hereto that both the University and the Interviewee shall have the right and privilege of editing any Interview transcript.
4. **University’s Provision.** If finances permit, the University shall provide the Interviewee, free of charge, one hard-bound copy of any Interview transcript.
5. **No Obligation to Publish.** In no event shall the University be obligated to produce transcripts of the Interview.
6. **Restrictions on Use.** To the extent this provision is allowed by State law, the University will not release the tape or transcript of the Interview until the following restrictions are met: _____.
7. **Alternative Dispute Resolution.** Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain projects. If Chapter 2260 applies to this Agreement, the parties must use the statutory dispute resolution process to attempt to resolve disputes arising under this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this instrument to be effective this ____ day of _____, 20__.

UNIVERSITY OF NORTH TEXAS

By: _____
Interviewee

By: _____
Clayton Gibson, VP Finance & Administration, CFO



UNIVERSITY OF NORTH TEXAS ORAL HISTORY PROGRAM

ORDER FORM

Copies of our interview transcripts can be purchased in three formats:

*PDF: \$10 ea (P) **Unbound: \$20 ea (U) **Spiral Bound: \$30 ea (S) **Hard Bound: \$50 ea (B)

* Not all of our transcripts are currently available in PDF. Please [email](#) or call: 940-565-2549 for availability.

** For unbound or bound transcripts only, please add \$5.00 for each additional 100 pages.
(200+ pages, add \$5.00)

To search our holdings, go to oralhistory.unt.edu then click on "Collection."

Prices include shipping and handling charges. If available, PDF copies are emailed upon receipt of payment. Unbound copies will be printed and shipped within a week of receipt of payment. Please allow a 3 to 4-month processing period for bound copies.

Please provide us with the following information to send your request to: *(please print)*

Name: _____ Date: _____

Address: _____

City/State: _____ ZIP Code: _____

Contact number: _____

*Email address: _____

***Email address required for PDF orders.**

Quantity	Transcript for (please print):	Circle Format
<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B
<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B
<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B

(Use additional page as needed.)

_____ *PDF (P) copies @ \$10 each _____

_____ Unbound (U) copies @ \$20 each _____

_____ Spiral Bound copies (S) @ \$30 each _____

_____ Hard Bound copies (B) @ \$50 each _____

** TOTAL COST: \$ _____

EMAIL completed form to: oralhistory@unt.edu

For Credit Card payments: [Oral History Online Payment Portal](#)

Once order form and payment confirmation are received - order will be processed.

To mail, please send this completed form and a personal check or money order in the above amount made payable to:

Associates of UNT Oral History

mailing address: UNT ORAL HISTORY PROGRAM 1155 Union Circle #305430 Denton, TX 76203-5017

UNIVERSITY OF NORTH TEXAS
ORAL HISTORY PROGRAM

ORDER FORM

Additional requests:

Quantity	Transcript for (please print):	Circle Format
<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B
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<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B
<input type="checkbox"/>	Name of interviewee: _____ OH# _____	P U S B

____ *PDF (P) copies @ \$10 each _____

____ Unbound (U) copies @ \$20 each _____

____ Spiral Bound copies (S) @ \$30 each _____

____ Hard Bound copies (B) @ \$50 each _____

****TOTAL ORDER COST page 1 & 2:** \$

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Associates of UNT Oral History

mailing address: UNT ORAL HISTORY PROGRAM 1155 Union Circle #305430 Denton, TX 76203-5017

PROJECT

	Interviewee Name	Donor Agree	Cover Page	Abstract Info	Final Transcript	OH# assigned	# of pages	update Web	Interviewed by	Date of Interview
1										
2										
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