

The deposit of your oral history recording at the British Library

This leaflet explains:

- How your recording or interview will become part of the British Library's collections
- The forms we will ask you to complete to ensure we can provide public access to them in accordance with your wishes
- How people use recordings at the British Library

The British Library is the national library of the United Kingdom and one of the world's greatest research libraries. It provides world class information services to the academic, business, research and scientific communities and offers unparalleled access to the world's largest and most comprehensive research collection. The Library's collection has developed over 250 years and exceeds 150 million separate items representing every age of written civilisation, among which the oral history recordings are considered vital to the Library's intention to preserve the nation's memory.

As a statutory charity, the British Library is most grateful for contributions, such as yours, to help to build, improve and enhance its collections. These collections are cared for by a team of professionals: their priorities are to select, preserve, research and provide access to them.

Your oral history recording will become part of the national collection cared for by the British Library. The audio recording itself will be archived in the Library's Digital Library System (the British Library's system for securing digital content for the long term), and research access will be provided to generations of students, academics, family historians, journalists, writers and many others for years to come.

The British Library's Sound Archive

The Sound Archive holds over 3 million sound recordings. They come from all over the world and cover the entire range of recorded sound from music, drama and literature, to oral history and wildlife sounds. The Sound & Moving Image Catalogue, <http://sami.bl.uk>, is updated daily. It is one of the largest catalogues of its kind anywhere in the world, covering both published and unpublished recordings. Visit the Sound Archive section on the British Library website for more information: www.bl.uk/soundarchive.

The Oral History collections

Oral history is a powerful means of collecting and preserving the unique memories and life experiences of people whose stories might otherwise have been lost. Few historians, researchers, teachers and students can now afford to neglect the insights that oral sources provide. Our mission is to capture as many voices as possible from across Britain. The BL's oral history collection is one of the largest in the world and covers a huge range of topics encompassing diverse voices, from artists to steelworkers, doctors to postmen, Holocaust survivors to authors. Visit the oral history section on the British Library website for more information: www.bl.uk/oralhistory.

Many oral history interview projects are led by National Life Stories, an independent charitable trust based in the oral history section. Visit www.bl.uk/nls for more details.

The Oral History Participation Agreement

Before your interview begins we will ask you to complete an Oral History Participation Agreement. This outlines the project or collection to which you are contributing and details the ways in which we will store, process and provide access to your personal data contained within and about the recording.

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its implementing legislation, the Data Protection Act 2018) has changed the way in which we inform you about how your personal data is stored and processed, and how you can get access to it. For information about how the Library will use your personal data you can review our Privacy Policy at www.bl.uk/aboutus/terms/privacy/.

Information contained within the interview itself will be processed in accordance with our Collection Materials transparency notice at www.bl.uk/aboutus/terms/privacy/Collection%20Materials/.

The Oral History Section at the BL also follows the Oral History Society's best practice guidance on data protection (www.ohs.org.uk/advice/data-protection/).

What we will do with your personal data

The data contained within the Oral History Participation Agreement will be held securely and not shared with anyone, unless the Library is obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement. The information contained within the interview itself will be made available (subject to your agreement) through the Library to researchers, academics and other members of the public who access oral history content. We will keep this data in perpetuity, so as to preserve the oral history of the United Kingdom and inform the research of future generations.

You can request partial or complete closure of your interview to public access using the Oral History Recording Agreement which you will complete after your interview has been concluded.

You can request a copy of the personal data we hold about you at any time.

By signing the Oral History Participation Agreement you are acknowledging that:

- you understand the project to which you are contributing
- you agree to take part in an interview for the British Library
- you are fully aware that the content of this interview will be archived in perpetuity at the BL
- you understand that your interview will be publicly available, subject to any closure or other restrictions that you might request when the interview has been completed.

The Oral History Recording Agreement

At the conclusion of your interview, you will be asked to fill in a second form: the Oral History Recording Agreement.

What is this Agreement?

The Oral History Recording Agreement is a legal agreement which allows you to:

- confirm your previous agreement for the recording to be archived at the British Library
- stipulate any special provisions for use of and access to the recording
- specify ownership of copyright and underlying rights in your recording.

Recording this information in a short formal document is in the best interests of both the interviewee and the Library.

Before you are asked to sign this Agreement, the oral history interviewer or member of oral history staff will talk through the document with you, explain each part and will be happy to answer any questions you may have. The completed Agreement will then be signed by you, or your legally appointed representative. You will be given one copy, countersigned by the interviewer or by another authorised representative of the British Library Board, as your record of our agreement. The Library will retain the other signed copy of the Agreement.

The Oral History Recording Agreement establishes and confirms a legal relationship between you and the British Library Board. This relationship is also based on trust and a shared understanding of the terms of the agreement: it is therefore very important that you raise any concerns you may have about anything included or omitted from the Oral History Recording Agreement before it is signed.

Key elements of the Oral History Recording Agreement:

1. Agreement to archive

The Agreement confirms your willingness for the recording and your personal data to be archived by the British Library.

2. Public access to the interview

The Agreement allows you to specify how researchers can use your recording – now and in the future. If you wish to restrict access to all or part of your recording there is space on the Agreement to specify these restrictions.

At present, summaries of recordings without access restrictions are usually made available on the Sound & Moving Image Catalogue via the internet. Until recently all users needed to come to the British Library to listen to your interview, which limited access to those who had the means to travel to the British Library. In line with most public archives and libraries, many of our open recordings are now becoming available online through the British Library website, subject to interviewee consent.

The British Library is also approached by broadcasters (particularly radio journalists) who wish to use excerpts from the collections.

If you have particular concerns please discuss these with the interviewer or BL oral history staff member.

Your options are:

- If you do **not** wish to impose any access restrictions, then simply leave this section of the Agreement blank.
- If you **do** wish to restrict access to the recording – in its entirety or particular parts – please specify this in the space provided.

You are required to give an end date to each restriction you specify. In most cases a maximum closure period of 30 years is appropriate.

3. Copyright

The Oral History Recording Agreement contains a statement whereby the interviewee assigns their copyright in the recording to the British Library Board. Clarity around ownership of copyright is central to the Library's ability to provide services that meet the demands of 21st century researchers, such as digital storage and web-based access. Copyright in the words spoken on the recording lasts for 70 years after the year of a speaker's death, so documenting copyright information at the completion of the interview is vitally important.

Almost all interviewees assign their copyright to the British Library Board, as they trust that the British Library will make use of their recording in an ethical and responsible manner and comply with any access restrictions specified. The Library is a strong supporter of author and creators' rights. Assignment of copyright does not affect your moral right, that is your right to be identified as a contributor and for your contribution to be protected from derogatory treatment which might damage your reputation or the integrity of your contribution.

A small number of interviewees decide to retain their copyright in the recording. This means that no public, published or broadcast use can be made of the recordings without the interviewee's written consent, although the British Library is permitted to offer access to these recordings onsite for private research and non-commercial use (assuming there are no access restrictions imposed).

We ask interviewees to bear in mind that when they retain copyright this can create considerable difficulties for the British Library. The British Library may lose contact with an interviewee (or, after their death, their relatives or estate), which would prevent the interview being used for published research in the future.

Your options are:

- If you are happy to assign your copyright to the British Library Board leave the Agreement as it is and sign it at the bottom.
- If you wish to retain your copyright in the recording, please strike through the relevant sentence on the Agreement. Then choose one of the following options regarding the duration of the retention of copyright and write it in the space provided:
 - a) I retain my copyright in the recording until 20XX after which I assign copyright to the British Library Board. I undertake to keep the British Library informed of any changes in my address.
 - b) I retain my copyright in the recording for the duration of my lifetime after which I assign copyright to the British Library Board. I undertake to keep the British Library informed of any change of address.
 - c) I retain my copyright in the recording. I undertake to keep the British Library informed of any changes of address and to keep the Library updated with the address and contact details of my next of kin and solicitor.

4. How will the information on the Oral History Recording Agreement be used?

The conditions that you have agreed or asked to be met with regard to your recording will be included in the entry made for your interview in the Sound & Moving Image Catalogue. Such information will be of value to people wishing to include your interview in their research while ensuring that any restrictions you have requested are made visible and upheld.

New data protection legislation (the General Data Protection Regulation [GDPR] which came into effect on 25 May 2018, and its implementing legislation, the Data Protection Act 2018) has changed the way in which we inform you about how your personal data is stored and processed, and how you can get access to it. For information about how the Library

will use your personal data you can review our Privacy Policy at www.bl.uk/aboutus/terms/privacy/. Information contained within the interview itself will be processed in accordance with our Collection Materials transparency notice at www.bl.uk/aboutus/terms/privacy/Collection%20Materials/.

As a public body, the British Library is subject to the Freedom of Information Act 2000. This gives members of the public a statutory right of access to information held by a public body. While your personal details will not be released without your consent, other information recorded on the form may be released, for example the date the form was signed and the catalogue number.

IMPORTANT NOTE:

If you have requested an embargo or closure for all or part of your recording, it is **not** possible for anyone to request access to the closed material under the Freedom of Information or Data Protection Acts.

Frequently asked questions

1. How can I find a recording on the Sound & Moving Image catalogue?

Once your recording is catalogued you will be able to find the relevant catalogue entry by searching the Sound & Moving Image catalogue <http://sami.bl.uk>. This catalogue is available on the internet, but at present internet search engines such as Google cannot search within the catalogue itself. This may change in the future.

2. How can I listen to British Library material?

Older analogue oral history recordings archived at the British Library can only be accessed on-site at the British Library in St Pancras, London and Boston Spa, Yorkshire. At present, for anyone to access material on-site they need to register for a British Library Reader Pass which requires a visit to the Reader Admissions Office at the British Library in St Pancras. For opening hours and further information visit: www.bl.uk. Once a

Reader Pass is acquired listeners need to make an appointment with the Listening and Viewing Service: www.bl.uk/listening. This is time-consuming and costly and often prevents users gaining access to collection items.

We are increasingly digitising these older oral history recordings to provide remote access via the British Library Sounds website (<http://sounds.bl.uk>). And, subject to agreement, all new interviews are also made publicly available in this way. Interviewees can of course 'opt out' of online access by noting this on the Recording Agreement (with an 'end date' for this restriction) or, if they do permit access, they can at a later date have their interview removed from the website should they change their mind.

We believe that providing remote web access to interviews will increase the use of this important material by a wide range of users including researchers, historians, social scientists, journalists, academics, and general users.

Further contact details:

The British Library Oral History section

T: 020 7412 7404

E: oralhistory@bl.uk

W: www.bl.uk/oralhistory

British Library Listening and Viewing Service

T: 020 7412 7418

E: listening@bl.uk

W: www.bl.uk/listening