

Agreement to archive



- To make sure that you agree that we can archive your interviews, we ask you to sign a consent form that says that we can do this. We will also sign the form, and we will give you a copy to keep.
- The agreement covers ALL the interviews that we have already done with you, and any future interviews as part of the 'Your Space' project.
- We take our responsibility to protect you from any harm as a result of taking part in our research very seriously. The form also says that you agree to give 'copyright', or ownership, of the interviews to our research team.
- We are asking you to give us the copyright because this means that nobody will be able to look at your interview material without our approval and telling us why they want to see it.

Who is funding the research and archive?

- The Economic and Social Research Council (ESRC) is paying for the research and the archive. They are an independent organization that funds research and training in social and economic issues, and receive most of their funding from the Government. They do not tell researchers what they should ask in the interviews.
- The 'Your Space' research team is based at London South Bank University and is independent of the ESRC.

Contact us:

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WHAT'S GOING TO HAPPEN TO ALL THOSE INTERVIEWS?!

A LEAFLET EXPLAINING HOW WE PLAN TO ARCHIVE YOUR INTERVIEWS

The 'Your Space' project is part of a larger research study called 'Timescapes' that is collecting interviews from a whole range of people in Britain over a five year period to look at how their lives change over time.

As you know, our particular project follows changes in young people's relationships with their sisters, brothers and friends as they grow older ~ including you!

As well as writing reports, books and magazine articles, we would like to store all the interviews and activity sheets in an archive so that in the future other people will be able to look at them. It will help them to understand what life was like for people at the start of the 21st century.



*We would like **YOUR** permission to store your interviews and activity sheets.*

This leaflet gives you information about archiving so that you will understand what is involved. If you think of any more questions about the archive after you've read this, then do get in touch. Our contact details are on the back of this leaflet.

timescapes
An ESRC Qualitative Longitudinal Study

 LONDON SOUTH BANK UNIVERSITY

What is an archive?

- An archive is a bit like a library, but it doesn't contain books.



For example, the British Library has a sound archive that contains over a million recordings that include music from around the world and interviews with people about their lives.

- Our research archive will be based in a university. It will hold recordings (in sound files, like music downloads) as well as written versions of the interviews (usually called transcripts) and copies of the activity sheets from you and the other people who have taken part in the research.
- The material will be stored in a digital form in the archive, not just as a lot of paper in a building.
- The archive allows people like researchers and historians to look at the material that we have gathered in our research project. Everyone taking part in our research is telling us so many interesting things that we won't be able to give them all the attention they deserve, so storing the interviews and activity sheets gives other researchers a chance to look at them too.
- Archives can be open or restricted. The archive that your interviews are being stored in will be restricted. Your interviews and activity sheets will not be available to just anyone. We will make sure that the people who look at your material promise to do so in a responsible manner.

Protecting your identity



- Nobody will be able to contact you because your interviews are stored in the archive. We will NOT put your name, address, telephone number or email in the archive.
- We will also make sure that any details that could identify you or anyone you talk about in the interviews will be changed before the material goes in the archive.
- Here are some examples to show you how we might change what you might say in interviews, like names and places, to protect you.

INTERVIEW EXTRACT BEFORE
THE DETAILS ARE CHANGED

INTERVIEW EXTRACT AFTER
THE DETAILS ARE CHANGED

When I go out of *Camberwell* I feel really away from home, as if I don't belong there. Yeah, I'm definitely a *Londoner*, I feel comfortable.

When I go out of *[local area]* I feel really away from home, as if I don't belong there. Yeah, I'm definitely a *Londoner*, I feel comfortable.

I basically just look out for *Lisa* and *Peter*, like if they are in trouble or anything. If ever *Peter* is getting picked on then I'd look out for him, or *Lisa* would stick up for him, which he doesn't like because it gets him embarrassed.

I basically just look out for *Paula* and *Simon*, like if they are in trouble or anything. If ever *Simon* is getting picked on then I'd look out for him, or *Paula* would stick up for him, which he doesn't like because it gets him embarrassed.

My mum can usually get us cheaper clothes because she works at *Next*. And my older brother works at *HMV*, so he gets lots of music.

My mum can usually get us cheaper clothes because she works at *[a clothes store chain]*. And my older brother works at *[a music store chain]*, so he gets lots of music.

CONSENT FORM

AGREEMENT TO ARCHIVE INTERVIEWS AND OTHER MATERIAL AS PART OF THE 'YOUR SPACE' PROJECT



RESEARCH PARTICIPANT:

- I have read and understood the information leaflet that outlines how my interviews and activity sheets will be archived, and I have had the opportunity to ask questions about it.
- I understand that the researchers in the 'Your Space' team will change any identifying details in my interviews to protect me.
- I agree that the material can be included in an archive.
- I give the copyright or ownership of my interviews and activity sheets to Ros Edwards (head of the 'Your Space' research team).
- I accept that including my research data in the archive will mean that, in the future, other researchers may also use my words in their reports, books and magazine articles.

.....
 Name of participant Signature Date

RESEARCHER:

- I have discussed with the 'Your Space' research participant how their interviews and activity sheets will be archived, and given them the opportunity to ask questions about it.
- The 'Your Space' research team will make sure that personal contact and identifying details are not archived, and know their responsibility to ensure that no harm comes to participants as a result of taking part in the research.

.....
 Name of researcher Signature Date

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