



**The Jane Carlson Williams '60 Archives**

**Lakeside School**

14050 1<sup>st</sup> Ave. NE  
Seattle, WA 98125-3099

**Oral History Interview Agreement**

This Interview Agreement is made and entered into this day of \_\_\_\_\_ by and between the archives at Lakeside School, hereinafter called "the archives," on behalf of the Lakeside School Oral History Program, and \_\_\_\_\_ hereinafter called "Narrator." Narrator agrees to participate in a (series of) recorded interview(s), commencing on or about \_\_\_\_\_, and tentatively entitled "**Interview with \_\_\_\_\_**." This Agreement relates to any and all materials originating from the interviews, namely the recordings of the interviews and a written manuscript prepared from the recordings, hereinafter collectively called "the Work." The interviews will be conducted and the Work prepared by the archives.

In consideration of the mutual covenants, conditions, and terms set forth below, the parties hereto hereby agree as follows:

1. Narrator irrevocably assigns to the archives all his or her copyright, title, and interest in and to the Work. This assignment applies to the archives, its successors, and assigns, for and during the existence of the copyright and all renewals and extensions thereof.
2. By virtue of this assignment, the archives will have the right to use the Work for any research, education, or other purpose that the archives may deem appropriate.
3. Narrator acknowledges that he or she will receive no remuneration or compensation for either his or her participation in the interviews or for the rights assigned hereunder.
4. Narrator will receive from the archives, free of charge, one copy of the typewritten transcription of the interviews and one copy of the recordings.
5. To ensure against substantive error or misquotation, Narrator will have the right to review the recordings before finalized. The archives will send the Narrator a copy of the recordings for review and comment. Narrator will contact the archives with any requested changes or textual additions within 30 days of receipt of the recordings unless otherwise negotiated with the archives. In the event that the Narrator does not respond within 30 days, the archives will assume that the Narrator has given full approval of the recordings.
6. All notices and other correspondence concerning this Agreement will be sent to the following:

<b>Archives Address</b> Jane Carlson Williams '60 Archives 14050 1 <sup>st</sup> Ave NE Seattle, WA 98125-3099	<b>Interviewer Name and Signature</b> _____
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<b>Narrator Address</b>	<b>Narrator Name and Signature</b> _____
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