

## ORAL HISTORY PROJECT INFORMATION AND INTERVIEW CONSENT FORM

*The interviewer must prepare and sign a copy of this form for the narrator's review before the interview is conducted. At the conclusion of the interview, after a transcript review period, the narrator will be asked to complete and sign a separate form donating the recording and transcript of this interview to the California Institute of Technology Archives.*

### **PROJECT INFORMATION:**

**Interviewer:** Nivetha Karthikeyan

**Contact Information:** [REDACTED]

**Project purpose and description:** This project seeks to collect records of campus activism and advocacy at the California Institute of Technology, particularly oral histories of former student activists and advocates. It is part of the interviewer's broader project, titled "Intersections: Building Solidarity Through Community Archives," and is supported by the 2021 Milton and Rosalind Chang Career Exploration Prize from Caltech.

### **Information and materials to be collected by interviewer in this project:**

- Written notes to be prepared by the interviewer during the interview
- Zoom audio and video recording of the interview
- Transcript of audio and video recording

### **Plans for the conduct of the interview:**

The interview will be conducted over Zoom and will take approximately 1.5 hours. At any point during the interview, the narrator may ask that the recording be paused or the interview stopped entirely. If the narrator wishes to stop the recording and withdraw from the interview, the Zoom recording and any written notes prepared by the interviewer will be deleted and disposed.

### **Plans for storing/archiving, returning, or disposing of the information and materials described above following completion of the project:**

After the conclusion of the interview, the interviewer will share a transcript (edited for clarity) of the audio and video recording with the narrator. The narrator will be welcome to make any desired edits to the transcript. The narrator will also be welcome to note restrictions for archival use, such as requests for specific section(s) of the transcript to remain closed to the public until a predetermined date. The narrator will then be asked to complete and sign a form donating the recording and finalized transcript of the interview to the California Institute of Technology Archives.

### **Proposed ways in which the information and materials described above will be used and presented:**

The project will be shared with the Caltech community during an event on April 20, co-hosted by the interviewer, the Caltech Archives, and the Caltech Y. The interviewer may also describe the project during future updates for "Intersections: Building Solidarity Through Community Archives."

**SIGNATURES:**

**Interviewer:**

I have read and understand the Principles and Best Practices for Oral History published by the national Oral History Association. I agree to abide by these ethical and practical guidelines throughout my work collecting, interpreting, and publicly representing oral histories. I will honor the commitments made in this agreement.

*Interviewer name (printed):* Nivetha Karthikeyan

*Interviewer signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Narrator:**

Thank you for participating in this project. Please review the above project information concerning the interviewer's plans about the conduct of this interview, the collection of materials, the presentation of the project, and future storage of the interview materials. Below, please sign to indicate your understanding of the planned oral history interview process and your agreement to participate in an interview.

*Narrator name (printed):* \_\_\_\_\_

*Narrator signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Note: This form has been adopted from the St. Olaf College "Oral History Project Information and Consent form for faculty/staff projects," which may be accessed at: <https://wp.stolaf.edu/irb/oral-histories-forms/>.*