

POLICY FOR ACCESS TO ORAL HISTORY INTERVIEW ARCHIVES

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Preamble

The Zoryan Institute is a privately funded, non-profit organization. Among its primary responsibilities are to preserve its archival materials as a national trust, and to conduct original research as per its mission statement.

Who May Access the Oral History Materials?

As per its mission statement, "The Institute makes its collections and analyses available, and provides research assistance to scholars, writers, journalists, film-makers, government agencies and other organizations."

The Institute will make a copy of an oral history interview available to immediate family and direct descendants of an interviewee.

These materials are generally not available to the public, including elementary or high school students. Special appeals will be considered for serious research purposes.

Gaining Access

1. All Oral History DVDs will be kept under lock and key at all times, except when an item is being retrieved or returned.
2. The Oral History coordinator will have EXCLUSIVE access to the key.
3. Interested patrons must call or write to request access and make an appointment before visiting the archives or library. Unscheduled drop-ins are not allowed.
4. For students and scholars who wish to visit the Institute to conduct research, an authorized staff member shall conduct a reference interview on the phone, to ascertain the identity of the requester, the purpose of accessing the material, and what information is being sought.
5. Upon arrival at the Institute, patrons will register. This requires completion of a form giving such details as name, address, phone number, identification (see next bullet) and research interest. All requests to use any of the Zoryan Institute's library, archival and oral history materials must be made in writing, stating the following information, by letter, fax or email:
 - a) name and full contact information;
 - b) purpose of their request; and
 - c) what information or materials they are looking for.
6. The staff member shall take this opportunity to explain the security procedures in place.

Working with the Materials

1. Upon arrival, the patron shall provide two pieces of identification, at least one bearing a photo of the researcher, and one displaying the address. If no photo ID is available, two recent utility bills can suffice. If the visitors' residence is outside Canada, and in the case of Cambridge, outside the United States, then a passport may be required.
2. All coats, bags, briefcases, boxes, zipper binders, pencil cases, laptop cases, or any other storage materials belonging to the patron will be stored away by authorized staff.
3. Oral History interviews must be consulted on the premises. The individual shall be supervised, and Oral History archival materials are not available for lending.
4. Eating and drinking in the library or the designated research room are prohibited.
5. Researchers may use either a laptop computer or pencil and paper to take notes. All other utensils and materials, including pens, hi-lighters, scissors, glue, whiteout, cameras, tape recorders or other recording devices are prohibited.
6. Staff will provide only one Oral History interview to the researcher at a time.
7. Underlining, marking or otherwise defacing Oral History archival material is prohibited. [Fines and penalties?]
8. The OH coordinator must fill the Video Library Sign-Out Sheet with the researcher's name, DVD Number, Time Out, Time In, and Date. The researcher must sign his or her name in the signature box.
9. Permission to publish an Oral History interview, in any medium or format, in whole or in part, is limited by the terms of the Copyright Agreement, which must be signed by both the person requesting a copy of the Oral History interview and a witness, who may be any authorized employee of the Zoryan Institute.

Ordering Copies of Oral Histories:

Only authorized staff can make reproductions of Oral History interviews and archives, as per the guidelines set below. Charges will vary depending on the length and number of units of each item, and current costs. As of this writing, the charge is \$50.00 (US funds for Americans, Canadian funds for Canadians) per unit delivered, plus shipping, whether videotape or DVD.

A) Relatives

1. A copy of an Oral History interview may be requested by the immediate family or a direct descendant of the interviewee, i.e., husband or wife, brother or sister, son or daughter, grandson or granddaughter, great-grandson or great-granddaughter.
2. Before the material can be delivered, the relative must provide one of the following to verify their identity:
 - a) A copy of the interview certificate sent by the Zoryan Institute.
 - b) A letter from a member of the Armenian clergy attesting to the fact that the requester is an immediate family or a direct descendant of the interviewee.
 - c) A signed, notarized statement attesting to the fact that the requester is an immediate family or a direct descendant of the interviewee.

3. The person requesting said interview is required to return a signed and notarized copy of the Copyright Agreement, a blank copy of which the Institute will provide them.
4. All orders for Oral History interviews require pre-payment by personal cheque or money order.
5. There must be a copyright notice on each Oral History interview sent out. In the case of VHS videos, this will be a label affixed to the video. In the case of DVD's, the copyright notice and the approved statement acknowledging the support of Mr. Karnig Akkelian will be affixed to the jewel box.

B) Scholars, Writers, Journalists, Film-Makers

Once an interested scholar, writer, journalist or film-maker requests copies of an Oral History interview, the OH coordinator will request that the applicant write or email the Institute with a full explanation of their intentions. The following information must be included in the letter:

1. Full name, current address, phone number, at least TWO of the following references:
 - a) the patron's academic institution/department;
 - b) current employer;
 - c) a scholar known to the Zoryan Institute.
2. Identification as to who they are and the seriousness/legitimacy of the request.
3. Focus of their research.
4. Resources which they have already consulted.
5. Specific information they wish to receive from the Institute.
6. The full context in which the materials will be used.
7. Signed and notarized Copyright Agreement attesting to the fact that they will not use the materials to degrade or discredit or the interviewee, or use them to advance a non-academic cause. (The Copyright Agreement can be obtained from the Institute by e-mail.)
8. A copy of the researcher's final product, regardless of format or medium, must be sent to the Zoryan Institute immediately after completion, at no charge.