

# Instructor Support Packet

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[TRUE] STORIES.

CREATED BY GRANT PIs: Rachel Walton, Charlotte Nunes, and Caitlin Christian-Lamb  
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## Contact Information

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## Student Forms

*Below are a series of forms that your students may or may not want or require to support, prepare, conduct, archive, and provide access to interview and other oral history products. Each form has a brief explanation for appropriate use, but our suggestion is, **when in doubt, require students to use the appropriate form.** It can make things easier for everyone post-data collection when decisions about privacy, access, anonymity, and rights management must be finalized and documented.*

## Student Social Media and Web Privacy Agreement (Required\*)

Over the course of the semester you will write \_\_\_\_\_ blog posts (300-500 words each) for our course blog at \_\_\_\_\_. **Please review the following privacy options, circle one, and provide your signature at the bottom of the page.** Your instructor is always available to consult with for questions or concerns about decisions regarding online access and privacy.

- **Option 1: Use of an alias/pseudonym.** You will post under a unique alias that is shared only with the instructor and website administrator. Your posts will be visible to readers, but your actual identity remains private and your post will not appear in web searches for your name.
- **Option 2: Use of your name.** You will post under a version of your full name. Your posts *may or may not* appear in web searches for your name during the lifespan of the website in question, depending on how much of your full name you choose to express.
- **Option 3: Offline.** After individual consultation with the instructor, if you have legitimate concerns about contributing to a public course blog and/or extenuating circumstances, the instructor *may* grant you permission to submit posts offline, if her/she determines it is needed.

Name (please print): \_\_\_\_\_

Signature and Date: \_\_\_\_\_

\*This form will be required for all students who participate in blog posts on the [True]Stories website. All forms will be collected by the course instructors and submitted to the grant PI before the end of the same semester in which the students in question participate. [Prepared by Charlotte Nunes and edited by Rachel Walton. Originally adapted from "For Instructors: Student Privacy and FERPA Compliance," University of Oregon Libraries <http://library.uoregon.edu/cmet/blogprivacy.html>.]

## Video/Photo Consent Form

I, \_\_\_\_\_ (*please print full legal name*), give my permission to

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[Collecting Repository, Archive, or Institution]

to use my picture or likeness (still or in moving) in all forms and in all media including the Internet for viewing by students and others, in the form of professional presentations, exhibits, and any other subsequent publications with lawful purposes. I understand that names may be connected with the pictures/videos in question and personal identities will not be actively protected, in the interest of historical accuracy, full transparency of process, and open access scholarship.

I understand that the copyright of these images/videos stays with above-mentioned institution or repository following United States Federal Guidelines, and that I will not be consulted in advance of any choice to use the photos or videos in which I may appear, including corresponding sound files or written transcripts. I also consent to the fact that there will be no payment to me or others for use of these images, though I understand that I may request a personal copy of these materials for my own records.

I have read and understood this video/photo permission form, and give my full permission for the above-mentioned institution or repository to use my picture or likeness in any photo or video recordings.

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Donor

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Date

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Interviewer/Researcher/Institutional Representative

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Date

\*This form was created and adapted from a similar form of the same name created by St. Olaf College and available online at <http://wp.stolaf.edu/irb/oral-histories-forms/>. All Video/Photo Consent Forms will be submitted to a PI of the [True] Stories project at the end of the semester in which it was completed and collected as documentation of donor consent to any archival items reflecting their identity and/or likeness. [This form was prepared by Rachel Walton.]

## Oral History/Interview Consent Form

*[This form can be used by anyone conducting and recording oral history and/or other interviews in participation with the [True] Stories grant. The language of this form is modeled from official IRB standards and guidelines. This form was created and adapted from the Indiana University Center for the Study of History and Memory's "Informed Consent" documentation, available online at [http://www.indiana.edu/~cshm/informed\\_consent.pdf](http://www.indiana.edu/~cshm/informed_consent.pdf), and prepared by Rachel Walton.]*

Interviewer (and affiliation if appropriate):

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Interviewee (and affiliation if appropriate):

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Project Title:

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1. You are being asked to participate in an interview in connection with above mentioned research project. Your participation is voluntary. This interview will focus on the following topics:

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[Above list major topics to be covered in the interview. These must be revealed to the interviewee in advance of the interview.]

2. The interview will be audiotaped or recorded by some other media. Confirm your consent below:

- Yes, I consent to being audiotaped/recorded
- No, I do not consent to being audiotaped/recorded

3. In this interview *you may be identified by name*, should you provide consent. You may also be identified by name in any transcript (whether verbatim or edited) of the interview in question, should you provide consent.

If you *choose to remain anonymous* until a future date of your choosing or in perpetuity, the recording(s) of your interview will be perpetually closed to use, or until a future date of your choosing. Accordingly, your name will never appear in the transcript or in reference to any material contained in the interview, or alternatively, until a future date of your choosing. If you choose to remain anonymous, your interview will only be identified by a random but unique identification number, in an effort to incur a minimal risk in loss of confidentiality.

I consent to being identified by name in the interview, its transcript, and any associated materials

No, I do not consent to being identified by name in the interview, its transcript, or any associated materials UNTIL the following future date:

\_\_\_\_\_

No, I do not consent to EVER being identified by name in the interview, its transcript, or any associated materials

4. The interview will take approximately \_\_\_\_\_ hours and you can withdraw from the project without repercussions or perceived prejudice at any time during or beforehand.

In the event that you withdraw from the interview, any recording made of the interview will be either given to you or destroyed, and no transcript will be made of the interview.

5. You will receive *no payment* for participation in this research, but you *may* receive a copy of the digital recording for your own records per an official request to the researcher(s) and/or interviewer(s).

6. Upon completion of the interview and this form, its digital recording and any interview-related materials will belong to the below institution, repository, or archive:

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The above-mentioned institution, repository, or archive can use this interview and its related materials in any manner it will determine appropriate, including, but not limited to research, course curriculum, presentations, and publications.

Initial here if you understand this and what it means: \_\_\_\_\_

7. The researcher and/or interviewer agrees that:

(i) it will not use or exercise any of its rights to the information in the interview prior to the signing of this document;

(ii) this document will be submitted to you for your signature before the interview *and again*, for review at the completion of the interview for you to finalize;

(iii) you have the right to review the digital recording or transcript of this interview, should you wish to, before you finalize and formally submit this document to the researcher and/or interviewer.

8. Any restrictions of use for portions of the interview requested by you will be edited out of the final copy of the transcript and corresponding recording.

You may express those restrictions in the below space before, during, or after the interview in question, before this document is reviewed and finalized:

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9. If you have questions about the research project, the interview plan, or any related procedures, you may contact the researcher or researching institution referenced below at any point during the data collection phases of the study:

Organization/Individual: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (*optional*): \_\_\_\_\_

10. If you have questions about your rights as a research participant or wish to discuss problems, complaints, or concerns about the research study and/or interview in question, please contact the IRB of the affiliated institution, repository, or archive. For your convenience, this contact information is provided to you below by the researcher/interviewer:

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[Interviewers should supply the IRB contact information for their own affiliated organization/institution above.]



11. At the conclusion of this particular study, the digital recording(s), photograph(s) or videos(s), and any copies of the transcript will be deposited in the above-mentioned institution, repository, or archive. After this point you must contact that institution, repository, or archive to access or inquire about the content you've submitted during the interview. This contact information is provided below by the researcher/interviewer for your convenience:

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[Interviewers should supply the repository or archive contact information that will preserve the interview materials.]

12. In consideration of all of the above...

- I give my consent to participate in this research study.
- I do not give my consent to participate in this research study.

*A copy of this signed and completed informed consent document will be provided to you for your records.*

13. I sign below to confirm that this document was presented and explained to me without coercion before the interview in question, and then again made accessible to me after said interview to review, amend, and finalize according to best practice guidelines.

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Subject's Signature

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Date (must be dated by the subject)

Subject Contact Information:

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address (optional): \_\_\_\_\_

Signature of Person Obtaining Consent \_\_\_\_\_

## Deed of Gift (to the Archives)

*[This form is to be used when student-generated research materials or any other historical materials acquired during the [True] Stories grant period are submitted to a participating college or university repository for the purposes of perpetual preservation, access, and/or curation. This form has been created and adapted from the Rollins College Archives' Deed of Gift, 2015, and prepared by Rachel Walton.]*

I (we), \_\_\_\_\_  
[Name(s) of donor(s)]

of \_\_\_\_\_  
[Mailing address, telephone & email of the Donor]

(hereafter referred to as “the Donor”) am (are) the sole and absolute legal owner(s) with full right and authority to enter the Deed of Gift Agreement and grant the rights granted herein for the gift materials (hereafter referred to as “the Materials”) fully described in Exhibit A, attached hereto, and incorporated herein. I hereby irrevocably donate and convey to

\_\_\_\_\_  
[Name of Archives and Affiliated Institution]

all rights, title, and interest that I possess in the Materials, except as noted in this Deed of Gift. As such, I have completed this legally-binding form to the best of my ability and with a full understanding of my rights and responsibilities.

1. To the best of my knowledge, (please select *only one* of the following statements):

- I control all copyrights in the Materials (i.e., all works were created by me, or I acquired the copyrights in all Materials).
- I control some of the copyrights in the Materials (i.e., some of the Materials were created by me, or I acquired the copyrights in some of the Materials, but the Materials also contain works for which other individuals or organizations control the copyrights, or that are in the public domain, or are not subject to copyright).
- I control none of the copyright(s) in the Materials.
- These works are in the public domain or are not subject to copyright.

2. Please select *only one* of the following statements.

I irrevocably assign to the above-mentioned archives any and all copyrights I control in the Materials.

I retain full ownership of any and all copyrights I currently control in the Materials, but I grant the above-mentioned archives a nonexclusive, irrevocable Creative Commons Attribution 4.0 International License (<http://creativecommons.org/licenses/by/4.0/>) to authorize all uses of these materials for non-commercial research, scholarly, or other educational purposes. Such uses could include, but are not limited to, the reproduction, display, performance, and preparation of derivatives of the Materials. The Archives is permitted to make copies of the Materials for purposes of preservation and creation of a usable archival copy and to permit others to make copies of the Materials consistent with U.S. Copyright Law, Title 17, U.S.C. ("Fair Use Rights"). The Archives is permitted to provide the public access to, including Internet or other wireless or digital access, and unrestricted use of, the Materials.

No rights to any copyright in the Materials are being transferred to the above-mentioned archives. *(To be selected only where the Donor has no copyright interest in the Materials.)*

3. No term or provision of this instrument shall be interpreted to limit or restrict the fair use rights of the Archives or users of the Materials as provided by U.S. Copyright Law, Title 17, U.S.C. ("Fair Use Rights").

4. Any restrictions on access for reasons of privacy or confidentiality must be noted specifically and must have a date of termination.

5. Materials will be placed exclusively with the above-mentioned archives.

6. After execution of this Deed of Gift by the Donor and acceptance by the Archives, title to the Materials shall pass to the Archives upon acknowledgement of receipt of the Materials by the Archives.

7. The Donor shall indemnify, defend and hold the above-mentioned archives harmless from any losses, claims, damages, awards, penalties or injuries incurred, including reasonable attorney's fees, which arise from any claim by any third party of an alleged infringement of copyright or any other property right arising out of the access and use of the Materials.

8. The Donor shall provide the Archives with all information and documentation regarding the provenance of the Materials, including any information relating to intellectual property rights.

9. The Materials will be organized by the Archives and a finding aid will be created to describe the content and arrangement. The Donor will be provided with a copy of the finding aid upon request.

10. The Archives will exercise the same degree of care over the preservation of the Materials as over the preservation of similar property which is kept in the Archives.

11. The Archives is authorized to dispose of any duplicate or other material not relevant to the collection which it determines to have no permanent value or historical interest.

12. In the event that the Donor may hereafter donate additional materials to the Archives, such gifts shall be set forth in an Addendum to this Deed of Gift and will be governed by the terms and conditions stated above. The Addendum shall include a description of the additional materials so donated and any conditions necessary and pertinent to those specific, newly-donated materials and shall be signed by the Donor and the Archives.

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First Donor's signature	date
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Second Donor's signature (If Applicable)	date
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Project Supervisor (If Applicable)	date
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**FOR DEPARTMENTAL USE ONLY**

Accepted for the Archives:

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Name and title	date
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## Grant-funded Software, Tools, and Services

*The below list of software, tools, and services that have been built into grant costs in an effort to support student work and research, innovative teaching and learning, and enhances technological proficiencies for students and instructors alike. Please feel free to utilize any and all of the below software, tools, and services by requesting access to and education for them from a grant PI*

<p><a href="http://Truestories2016.com">Truestories2016.com</a> Website and Blog</p>	<p>The official website and blog of the [True] Stories Grant and its related activities.</p>
<p><a href="#">Zoom</a> Web Conferencing and Webinar Hosting Tool</p>	<p>This video conferencing and webinar tool will enable us to capture and/or live stream class sessions, public speaking events, student and instructor presentations, remote panelist and panel commentary, as well as question-and-answer-style webinar series. In addition, to live streaming this tool also gives us the ability to save and provide post-event online links to content so that it is immediately accessible, shareable, and available to current and future generations of researchers.</p>
<p><a href="#">3playmedia</a> Transcription Services (English and Spanish Language)</p>	<p>This is a pay-per-minute captioning, transcription, and subtitling service that both archivists and instructors can take advantage to enhance and describe interviews and/or oral history recordings (audio or video). The service provides a 4 business day turnaround for captioning and transcription of digital files (yes, they must be submitted digitally) up to 500MB in size and/or posted on online through video aggregates like YouTube or Kaltura MediaSpace.</p>
<p><a href="#">Voicethread</a> Multimedia Annotation and Collaboration Tool</p>	<p>This multimedia annotation tool allows for “group audio blogging and commentary,” wherein users (students and instructors alike) can post text and audio comments about images, video, or slideshows as part of course participation. Posting can be synchronous and asynchronous, so it could be incorporated into homework or classwork easily. Document-based discussions are often livelier with this tool, and at the end the document retains the evidence of student interaction (a valuable feature for student study guide and teaching evaluation purposes). [Note: This tool is purchased and provided through licensing, and therefore is dependent on the number of classes as well as the number of students that will utilize the tool on each campus. Please let Rachel Walton (<a href="mailto:rwalton@rollins.edu">rwalton@rollins.edu</a>) know ASAP if you wish to utilize this tool in your classroom this semester.]</p>
<p>Oral History Travel Kits</p>	<p>This will be a travel-friendly collection of high quality recorders, microphones, portable sound booth accessories, and set of equipment instructions for interviews. [Note: We are currently conducting an exhaustive search for these materials for price comparison and quality assurance reasons. Therefore, these items will likely not be purchased and made available until later in the semester. If you have a need for these materials earlier, please reach out to Rachel Walton (<a href="mailto:rwalton@rollins.edu">rwalton@rollins.edu</a>) immediately.]</p>

## Grant Integration and Collaboration Opportunities

*Using the previously listed grant-funded software, tools, and services we hope to make many, if not all, of the below integration and collaboration opportunities a reality. Are you interested in one of these in particular, or do you have another idea for integration or collaboration? Let us know by emailing [rwalton@rollins.edu](mailto:rwalton@rollins.edu). We'll do our best to make it happen.*

### Students

- Cross-class *blog posting* and *commenting*
- Reflective *tool reviews* posted on the project website
- Broadcasting and posting about *final product show-and-tell* events and products.
- *Remotely hosted interviews* led and viewed by multiple students across several campuses

### Instructors

- Remote *moderating* and *commentating*
- *Cross-campus lectures* or multi-class discussions
- *Live streaming* and *automatic recording* of community and campus events
- Live, recorded, and sharable *speaker visits*, *expert panels*, and interactive *web workshops*

### Archivists and Technologists

- Cross-campus *webinars* on special topics
- One-on-one or group *research consultations*
- Sharable *how-to materials* and best practice resources
- *Live demos* and assistance with audio-visual production tools