



# SPOH Privacy and Shared Authority Agreement

SPOH Privacy and Shared Authority Agreement for researchers, students, and independent scholars. Please read all four sections.

*Please download this form to your device. Complete the required components, sign, date, and return to the South Phoenix Oral History Project.*

Submit to: [Historysouthmountain@gmail.com](mailto:Historysouthmountain@gmail.com)

## Section One: Statement of Work

- I. You are contributing to the South Phoenix Oral History Project and/or using materials created and archived by the South Phoenix Oral History Project.
- II. In your role, you are expected to uphold the academic standards and best practices of oral history, as outlined by the [Oral History Association](#).
- III. Community members, students, faculty, and faculty are all invited to use and analyze these materials. We ask that you keep the best interests of our narrators and students at the center of your work.

## Section Two: Research and Contributions

- IV. Independent and academic researchers are able to access our digital or physical materials by making specific requests.
- V. Students, faculty, researchers, and community members may contribute to our digital or physical archive by analyzing materials and writing or creating content for our website or other publications.

Below, please state your name, your role, and the function of your research and/or your request for materials of the South Phoenix Oral History Project:

Your name	Your role

Describe your research/request for materials

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## Section Three: Privacy and Fair/Future Use

- VI. Many materials archived by the South Phoenix Oral History Project contain personal or sensitive information (e.g. personal addresses and contact information, photographs, demographic information, difficult memories, etc).
- VII. In your role as a researcher, you are expected to maintain the confidentiality of all sensitive and private information, particularly any information that does not relate to your research. Do not share or distribute narrator's personal information on social media, with third parties, or beyond your own publishable work. When in doubt, consult the faculty of the South Phoenix Oral History Project before publishing or distributing private information.
- VIII. Oral history interviews and their supplemental materials often include sensitive or complicated personal memories. You are expected to handle these memories with care. Only use or analyze such personal information if it directly pertains to your research.
- IX. All materials provided by the South Phoenix Oral History Project should be used for academic or intellectual research, scholarship, or publication.
- X. All materials contributed to the South Phoenix Oral History Project will be credited to the appropriate author and may be used in future publications including but not limited to our website, podcast, promotional materials, or scholarly publications.

Below, please explain if you foresee any concerns with our privacy and use agreement:

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Describe your potential concerns with our privacy and use agreement

## Section Four: Shared Authority

- XI. The South Phoenix Oral History Project is a collaborative initiative of students, faculty, researchers, and community members. All contributors are credited for their work, and we seek to consistently and properly identify the level of contribution.
- XII. Narrators are considered the primary author of their interview. Students and faculty who conducted the interviews are considered secondary authors. All parties share authority, ownership, and responsibility of completed interviews, and the South Phoenix Oral History Project managers this shared authority.
- XIII. Researchers, students, faculty, and community members who analyze or use completed oral histories and other materials may contribute completed work to be published in our collection or on our website. Appropriate credit and authority will be given to or shared with these authors.



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XIV. The South Phoenix Oral History Project and South Mountain Community College may edit, change, or remove content.

Below, explain how you plan to use materials from the South Phoenix Oral History Project.

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Describe how you will use our materials

## SPOH Privacy and Shared Authority Agreement

Below, indicate that you understand and agree to the conditions of the South Phoenix Oral History Project Privacy and Shared Authority Agreement.

I, \_\_\_\_\_ (your name), understand the conditions of the South Phoenix Oral History Project Privacy and Shared Authority Agreement. I agree to the conditions outlined. I understand that requesting materials through SPOH may make me a collaborator or contributor to this collection. Therefore, I will not share, disseminate, or otherwise disrespect the private information provided by narrators and other archival materials. I will only use content that relates directly to my academic or intellectual pursuits. I agree that my work and relationship to SPOH may make me a shared author of some oral history, archival, or scholarly materials, and I will be credited as such. I understand that in some cases, SPOH or its home institution, South Mountain Community College, may edit, change, or remove published content.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number