LETTER OF AGREEMENT FOR INTERVIEWER

I, __________________________, an interviewer for the **Chinese Community Oral History Project of Greater LA and California State University, Los Angeles**, understand and agree to the following.

- I understand the goals and purposes of this project and understand I represent the oral history project when I am conducting an interview.

- I will participate in an oral history interviewer training workshop.

- I understand the legal and ethical considerations regarding the interviews and will communicate them to and carry them out with each person I interview.

- I am willing to do the necessary preparation, including background research, for each interview I conduct.

- I will treat each narrator with respect, and I understand each interview will be conducted in a spirit of openness that will allow each narrator to answer all questions as fully and freely as he or she wishes.

- I am aware of the need for confidentiality of interview content until such time as the interviews are released for public use per the repository’s guidelines, and I will not exploit the narrator’s story.

- I understand my responsibilities regarding any archival materials or artifacts related to the interview that the narrator may want to include in the interview process.

- I agree to turn all interview materials over to the repository in a timely manner and to help facilitate all necessary processing and cataloging steps.

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<th>INTERVIEWER</th>
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Adapted from *Introduction to Community Oral History*, Quinlan, MacKay, and Sommer, 2013 Left Coast Press

10/20/2016 rev. cf  CCOHP-CSULA service learning
Signed original to CCOHP-CSULA; copy to Interviewer