

The Archives of Lesbian Oral Testimony (ALOT)  
Simon Fraser University Library, Special Collections & Rare Books  
**COLLECTION AGREEMENT**

\_\_\_\_\_ (hereinafter referred to as the Donor), sole and absolute owner of these materials as personal property, does hereby transfer, give, grant, and assign to Simon Fraser University and its successors the materials described as follows:

**[DESCRIPTION OF MATERIALS - attach another page if necessary]**

Simon Fraser University Library accepts the materials described above under the terms of this agreement. These materials have been identified as having enduring research value. Said materials become the property of the Archives of Lesbian Oral Testimony collection (hereinafter referred to as ALOT) at Simon Fraser University Library, and are to be administered by the Simon Fraser Library Special Collections & Rare Books (hereinafter referred to as the Library).

### **Privacy and Consent**

Some material in this donation may contain personal or confidential information. As a digital archive, ALOT is particularly concerned with the privacy of all participants. Access to this material may be restricted at the discretion of the Archivist, or by request of the Donor. To help with this process, please select the statement that describes the formal consent given by participants represented in the materials that comprise this donation. (*Donor will initial the appropriate statement and cross out the other*)

\_\_\_\_\_ Full consent has been obtained from all interview participants for these materials to be made freely and publicly available in their entirety. Materials will be digitized and made accessible on the Web. The Library may migrate the material to different formats or mediums for purposes of display/exhibit, preservation and access. Please submit all signed consent forms and other relevant documents with this Collection Agreement.

\_\_\_\_\_ Full consent has *not* been obtained from interview participants for these materials to be made freely and publicly available in their entirety. Materials will be digitized, and the Library may migrate the materials to different formats or mediums, but access to these materials will be restricted for a period of time. While materials are restricted, potential researchers must submit a Research Agreement to the Library before access will be given, and researchers may not publish work based on these materials that contains any private or personally identifying information. If available, please submit any signed consent forms and other relevant documents with this Collection Agreement.

Access will be restricted for the following time period, to a maximum of 25 years after donation:

\_\_\_\_\_

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\_\_\_\_\_ Full consent has been obtained from *some* interview participants for these materials to be made freely and publicly available in their entirety. All materials will be digitized and the Library may migrate the materials to different formats or mediums for purposes of display/exhibit, preservation and access, barring any restrictions. Those materials where full consent has been obtained will be made publicly accessible on the Web. Those materials where full consent has not been obtained will be restricted for a period of time. While materials are restricted, potential researchers must submit a Research Agreement to the Library before access will be given, and researchers may not publish work based on these materials that contains any private or personally identifying information. Please submit all signed consent forms and other relevant documents with this Collection Agreement.

Details:

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Access to materials without full consent will be restricted for the following time period, to a maximum of 25 years after donation:

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**Other Restrictions to Access and Use**

The materials will be open for research in accordance with the regulations and procedures of the Library (including limiting access for preservation or other purposes) subject to the following restrictions required by the Donor (*indicate portion of materials, period of time etc.*).

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**Current Copyright Ownership** (*Donor will initial the appropriate statement and cross out the others*)

\_\_\_\_\_ I control **all** copyrights in the Donated Materials.

\_\_\_\_\_ I control **some** of the copyrights in the Donated Materials.

Details:

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\_\_\_\_\_ I control **none** of the copyright(s) in the Donated Materials.

Details:

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**Statement of Copyright Ownership** *(To be completed only if Donor holds copyright to materials, as disclosed above. Donor will initial the appropriate statement and cross out the other)*

\_\_\_\_\_ Donor transfers all copyrights, and other intellectual and proprietary rights and waives all moral rights he/she holds in the materials to Simon Fraser University, with the agreement that the University will license these materials, subject to any privacy and consent restrictions or any other restrictions, for non-commercial research, scholarly, or other educational purposes pursuant to a *Creative Commons Attribution-NonCommercial 4.0 International* (by-nc) license.

\_\_\_\_\_ Donor retains all copyrights, moral rights and other intellectual and proprietary rights he/she holds in the material and grants Simon Fraser University a nonexclusive right to authorize all uses of these materials, subject to any privacy and consent restrictions or any other restrictions, for non-commercial research, scholarly, or other educational purposes pursuant to a *Creative Commons Attribution-NonCommercial 4.0 International* (by-nc) license.

**Transfer of Materials to the Library**

The materials will be physically or electronically conveyed to the University by means mutually satisfactory to the Donor and the Library.

**Materials Not Retained by the Library** *(Donor will initial the appropriate statement and cross out the other)*

\_\_\_\_\_ Any materials that the Library determines to be inappropriate for retention in the collection will be returned to the Donor.

\_\_\_\_\_ Any materials that the Library determines to be inappropriate for retention in the collection will be disposed of in accordance with standard Library procedures.

**Processing and Cataloguing**

The Library will endeavour to arrange, describe, catalogue, preserve, and provide access to these materials in accordance with standard library and archival procedures at the discretion of the Dean of Library Services. Additional funding and resources may have to be obtained from SSHRC or other sources before the library is able to fully process and catalogue all items.

\_\_\_\_\_ Donor is including a cash gift that can be used to process and catalogue the entire donation.

\_\_\_\_\_ Donor is willing to help the Library find the appropriate resources to process and catalogue the entire donation or a portion thereof.

\_\_\_\_\_ No cash gift is included with this donation



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**Additions**

The terms of this agreement will cover all future transfer of materials by the Donor unless a specific addendum accompanies a particular transfer of materials.

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*(Donor's signature)*

*(Date)*

Simon Fraser University, W.A.C. Bennett Library  
Special Collections & Rare Books

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*(Simon Fraser University Library signature and position title)*

*(Date)*

You will receive a formal acknowledgement and your copy of the Collection Agreement signed by a representative of the Institution.

Special Collections & Rare Books, W.A.C. Bennett Library  
Simon Fraser University  
8888 University Drive  
Burnaby, BC Canada V5A 1S6