

Permission and Release Forms

It is standard practice to obtain a statement from both the interviewer and interviewee granting the Library of Congress permission to add the interview to its collection, where it can be accessed by researchers, and permitting the Library to use the interview for non-commercial purposes. This is done via a "Permission and Release Form."

The American Folklife Center has two release forms: one for the interviewee and one for the interviewer. The release forms are in PDF format and require free [Adobe Reader](#) software.

Interviewee Release Form

We cannot accept submissions in which interviewees have been recorded without their knowledge. Please inform the interviewee that she or he will be recorded during the interview, and asked to read and sign a standard Library of Congress Permission and Release Form when it is over. We ask that you print out two copies of the interviewee's form and bring them with you for the interviewee to sign. One is for our files and the other is for the interviewees' files. After obtaining the interviewee's signature return one copy to the Library by email, fax, or surface mail. You will be submitting the interview via an online web form. On this form, you will be asked to check a box confirming that you have obtained a signature from the interviewee. You are welcome to retain a copy of the release form for your own files or that of your organization. Select this link to review, save, or print the [Interviewee Permission and Release Form](#) [PDF, 1 page, 482KB].

The interviewee has the right not to sign a release form following their interview, if he or she has reservations about what was discussed. Such circumstances are rare. Often potential issues can be dealt with before the interview by discussing the release form and the fact that the recording will be housed in a public repository. Interviewees should not be pressed to discuss issues that they do not wish to become public. If the interviewee decides not to sign, we will not be able to accept the interview as a submission.

When you fill out the online Interview Data Form, you will receive a "unique interview identifier" number for your interview. Please write this number in the space provided on the top left-hand area of the Interviewee Release Form before submitting it.

Interviewer Release Form

The interviewer is also asked to confirm his or her knowledge and acceptance of the Library of Congress's regulations by first reading the online Interviewer's Permission and Release Form, and then checking the "Interviewer Agrees" option on the Interview Data Form.

Select this link to review, save, or print the [Interviewer Permission and Release Form](#) [PDF, 1 page, 56KB].