

## **Rules and regulations pertaining to the use of the Temple Emanu-El Oral History Collection.**

It is important to note that the Haverhill Public Library views oral history not as an end in itself, but as an additional tool for exploring social life in past times. Interviews constitute primary source material, retrospective evidence of individual experiences and perceptions. Those who use the Special Collections audio recordings or transcripts are cautioned to bring to them the same rules of evidence applied to other forms of historical documentation, testing one interview against another as well as against written sources. The Program, Haverhill Public Library Special Collections, Haverhill Public Library, staff, Library Trustee's, Library volunteers, Temple Emanu-El or those who worked on the project makes no representation as to the factual accuracy of a memoir; the scholar shall judge for themselves.

Only authorized Library personal shall have direct access to the transcripts and audio recordings.

All rules and policies that apply to Special Collections shall apply to this collection.

None of the audio recordings are to be removed from the Special Collections or the Library at any time.

The oral histories may be used in exhibitions and may be loaned to other institutions so long as the loan follows the archival and museum standards.

Persons doing research shall use transcripts of interviews in preference to the audio recordings, yet audio recordings may be used when necessary or for clarifications reasons.

Audio recordings may be listened to where no transcripts are available.

A limited number of transcript material will be duplicated for the researcher at the discretion of the Librarian or person in charge of Special Collection; to ensure that proper context is given the whole transcript will be printed and no single pages will be printed. The charge for a printed copy of the transcript will \$ be and each additional contributed to the Haverhill Public Library.

Single copies of audio recordings may be requested by at the cost of \$ each additional recording will cost \$ .

The Special Collections Research Usage Policies covers any items that are not covered in this document.