

Rules and Regulations of Use

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 personnel 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.

Persons doing research shall use transcripts or digitized recordings of interviews in place of the audiocassette recordings.

Digitized audio recordings may be accessed onsite only. Researcher is responsible for providing personal headphones. Recordings may not be played aloud on speakers.

A limited number of transcript material will be duplicated for the researcher at the discretion of Special Collections staff; 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 \$10, in line with our Research and Obituary Request fees, waiving the additional charge for pages in excess of ten pages.

Digital copies of audio recordings may be requested at the cost of \$10 each, in line with our in line with our Research and Obituary Request fees. Note that the digital audio files may be too large to deliver via email and may only be accessed onsite.