

**CONSENT TO PARTICIPATE IN RESEARCH**  
**The InterPARES Project**  
**InterPARES 2: Experiential, Interactive and Dynamic Records**

You are asked to participate in an international research study led by Professor Luciana Duranti from the School of Library, Archival, and Information Studies at the University of British Columbia, and being directed in the [fill in name and affiliation of Project Directors in the country or affiliation responsible for the study. For example for the U.S. Team in the *United States by Professor Anne Gilliland-Swetland, Department of Information Studies at the University of California, Los Angeles, and Professor Philip Eppard at the School of Information Science and Policy at the State University of New York, Albany*]. You were selected as a possible participant in this study because you are someone who is engaged in or knowledgeable about activities in new digital environments that generate experiential, interactive and/or dynamic records.

- **PURPOSE OF THE STUDY**

The InterPARES Project is an international research initiative that involves national archives, university archives, and various government agencies working together with industry representatives and an interdisciplinary team of academic researchers to address important issues related to the permanent preservation of authentic electronic records. We are particularly interested in identifying what systems designers, records creators, records managers, archivists, and policy developers need to do to ensure that records produced in new digital environments as a part of artistic, scientific, and government activities address issues of reliability, accuracy and authenticity from their creation through permanent preservation. We are conducting case studies of activities and implementations within new digital environments in order to understand better the nature of their records, and the business, research, and information processes they support.

- **PROCEDURES**

If you volunteer to participate in this research, we will ask you to [include description of what you are asking the participant/interviewee to do. For example, within the context of a traditional case study interview to *be interviewed as part of a case study of the activities and implementations within new digital environments with which you work, have responsibility for managing, or are otherwise knowledgeable, if you were going to videotape a performance you would include that here*] This [fill in data collection technique here. For example, *interview*] will last approximately [fill in estimated length of participation time here. For example, *2 hours*] and will be conducted in your workplace or at a location of your choosing. During the [fill in data gathering technique here. For example, *interview*,]we will ask you a series of questions relating to the nature of the records, as well as systems design aspects and business or creative processes associated with the records. We might contact you briefly by telephone or electronic mail after the interview if there were any points arising from the interview that we needed to clarify.

- **POTENTIAL RISKS AND DISCOMFORTS**

Participation in this research does not pose any foreseeable risks or discomforts.

- **POTENTIAL BENEFITS TO SUBJECTS**

You will learn more, through the interview, about the issues and considerations involved in the preservation of reliable, accurate and authentic experiential, interactive and dynamic electronic records. Electronic copies of the final results of the InterPARES Project will also be made available to you.

- **POTENTIAL BENEFITS TO SOCIETY**

As a result of this research, the archives profession, records creators, record-keepers, systems designers, and policy makers will learn more about the need for the reliable, accurate and authentic experiential, interactive and dynamic electronic records to be ensured throughout the life of the records and/or record-keeping systems, and will develop procedures, processes, policies, and theoretical approaches that will assist with their long-term preservation.

- **PAYMENT FOR PARTICIPATION**

You will not receive any payment for participation.

- **CONFIDENTIALITY**

Information that is obtained in connection with this study that can be used to personally identify you will remain confidential and will be disclosed only with your permission or as required by law. Confidentiality will be maintained by means of assigning a unique codenumber to each participant. The key to the code will be maintained by the researchers offline in a separate file and will not be made accessible to any other individual. Personally identifiable information will not be released to any party outside the research team without your permission or as required by law.

You will have the right to review your interview data and withdraw permission to use them at any time prior to the publication of the results of the research. The data will be stored in a secured file and will only be made available to members of the InterPARES 2 research team.

- **PARTICIPATION AND WITHDRAWAL**

Your participation is entirely VOLUNTARY. If you decide to participate, you are free to withdraw your consent and discontinue participation without penalty. Your decision whether or not to participate will not affect your relationship with others in your working environment. You may also refuse to answer any questions you don't want to answer and still remain in the study. The investigator may withdraw you from this research if circumstances arise which warrant doing so.

- **IDENTIFICATION OF INVESTIGATORS**

If you have any questions or concerns about the research, please feel free to contact:

[Fill in names of responsible directors or principle investigator contact information here. For example, for the U.S. Team:

*“Anne Gilliland-Swetland, Associate Professor, Principal Investigator, Co-Director, US-InterPARES Project, Department of Information Studies, 212 GSE&IS Building, Box 951520, Los Angeles, CA 90095-1520. (310) 206-4687. [swetland@ucla.edu](mailto:swetland@ucla.edu)*

*Philip Eppard, Professor, Co-Director, US-InterPARES Project, School of Information Science and Policy, The University at Albany, State University of New York, 135 Western, 113 Draper, Albany, NY 12222. (518) 442-5115. [pbe40@cnsibm.albany.edu](mailto:pbe40@cnsibm.albany.edu)*

*Luciana Duranti, Professor, Director, InterPARES Project, School of Library, Archival, and Information Studies, University of British Columbia, #831-1956 Main Mall, Vancouver, BC V6T 1Z1, Canada. (604) 822-2587. [Luciana@unixg.ubc.ca](mailto:Luciana@unixg.ubc.ca).”*

- **RIGHTS OF RESEARCH SUBJECTS**

You may withdraw your consent at any time and discontinue participation without penalty. You are not waiving any legal claims, rights or remedies because of your participation in this research study. If you have questions regarding your rights as a research subject, contact the Office for Protection of Research Subjects, 2107 Ueberroth Building, UCLA, Box 951694, Los Angeles, CA 90095-1694, (310) 825-8714.

**SIGNATURE OF RESEARCH SUBJECT**

I understand the procedures described above. My questions have been answered to my satisfaction, and I agree to participate in this study. I have been given a copy of this form.

\_\_\_\_\_  
Name of Subject

\_\_\_\_\_  
Date

- **PERMISSION TO PUBLISH AND USE FOR EDUCATIONAL AND NON-PROFIT PURPOSES**

One of the expected outcomes and benefits of this research is the dissemination of new knowledge related to the permanent preservation of reliable, accurate and authentic experiential, interactive and dynamic electronic records resulting from artistic, scientific and government activities. The expected dissemination of new knowledge involves publication of the results of the research as well as presentation of excerpts of interviews or tapes at professional and academic conferences and papers or as demonstrations or lectures in classrooms. Your signature below reflects your permission for us to use any non-personally identifiable data collected from this study for any non-profit academic and educational purpose or publication.

**SIGNATURE OF RESEARCH SUBJECT**

\_\_\_\_\_  
Name of Subject

\_\_\_\_\_  
Date