

# Cleaves Law Library Oral History Project

## **Purpose and Project Description**

In 2002 the Board of Directors of Cleaves Law Library authorized the organization of an Oral History Project for the purpose of assembling a historical record about the legal profession and the organized bar of the State of Maine. This project has been instituted as an integral function of the Library's historical mission and archival objectives.

Initial funding for the project was provided by the Levine Family Foundation and the Maine State Bar Association. The project originated from the efforts of the Hon. D. Brock Hornby, the Hon. William Brownell, the staff of the U.S. District Court for the District of Maine, and numerous volunteers, in particular Roger Putnam, Esq.

The Oral History Project is a public service endeavor intended to capture for the permanent historical record a picture of the practice of law in Maine through the eyes of those who have lived it. Our intention is to conduct extensive interviews of diverse occupations within the legal profession to uncover the personal insights often lacking in written documentary sources, and to record each narrator's unique relationship and contribution to the subject -- firsthand accounts of important events and experiences, supplemented with personal and anecdotal material to illustrate.

We will also accept donated collections or items when they fit into our selection guidelines, such as audio taped interviews, taped events, transcribed speeches, diaries or other personal papers that enhance or further explain the historical collection.

The Oral History Project will be directed by an Advisory Committee with oversight by the Board of Directors of the Library. Cleaves Law Library will archive and maintain the oral history materials, and purchase, own and maintain the equipment for the Project. The Project will be staffed primarily by volunteers.

## **Selection Guidelines**

**Formats Collected:** We will collect and accept oral histories including tapes, video tapes and transcripts and other sound documents such as speeches, seminar recordings, radio programs, taped events, etc. We will also collect personal papers when they are deemed to augment a history.

**Subject Focus:** We will collect oral histories from the entire State of Maine, from the bench and the bar, and from a wide variety of offices and positions held in the legal profession, both topical and biographical or autobiographical in subject matter.

Number: The Advisory Committee will decide how many interviews will be conducted, or events taped, of whom and by whom.

### **Compliance with Release Agreements**

Cleaves Law Library must abide by the terms of the agreement signed by narrators, interviewers, and/or donors when they assigned ownership, including copyright, to the Library. Interviews cataloged as "unrestricted" are open to the public. Interviews cataloged as "restricted" are subject to various time seals and other special conditions. Materials from these restricted interviews may be used by compliance with the imposed condition.

### **Copyright**

All images, sound recordings, transcripts, or texts for the Cleaves Law Library Oral History Project are protected under U.S. copyright law. The Library controls copyright to most materials in the Project. We will not loan any materials where a narrator/donor has retained copyright and/or imposed access restrictions of any sort, although research access to such materials may be arranged.

### **Permission to Publish**

Users are expected to comply with the generally accepted policy known as "fair use." Fair use permits reproduction of single copies of selected items for personal research or private use. In no case should entire tapes or transcripts be reproduced, and only brief passages should be quoted verbatim. If you desire to publish, distribute, prepare for public performance, broadcast, or display a substantial portion of an interview, you shall obtain permission in writing from Cleaves Law Library or other copyright owner. Please see our Use Agreement policies. As a condition of publication, a copy of the final product in which the oral history was used will be donated to Cleaves Law Library and added to the Project archives.

### **Citation**

Patrons are expected to properly cite the interviews they use, even for personal or research use. Citations should include: Copyright notice, name of the narrator, name of

the interviewer, date of interview, number of the interview as it appears in the collection catalog, Cleaves Law Library Oral History Project.

Example of citation: © Copyright \_\_\_\_\_ Cleaves Law Library, Interview with Hon. Morton A. Brody by Hon. Daniel E. Wathen, October 1, 1999, Interview No. \_\_\_\_\_, Cleaves Law Library Oral History Project.

### **Loan and Interlibrary Loan**

Loan copies of video tapes will be made available. Library members may borrow tapes for the standard borrowing period of other library materials. Non-members may request a loan through their local public library or academic library, subject to the Library's standard loan policies.

### **Publicity**

Cleaves Law Library will maintain a page within its website with a list of available oral histories, transcripts and other personal papers. Project policies, use agreement guidelines and forms, and sample release and deed of gift forms will also be posted.

### **Funding**

The Advisory Committee will inform the Cleaves Law Library Board of Directors when additional funds are needed to purchase equipment, archive materials, re-format, or generally to maintain or upgrade the Oral History Project.