



Baylor University

(SAMPLE)

Memorandum of Agreement

Texas Oral History Association and
Baylor University Institute for Oral History

Project Period: June 1, 2025 to May 31, 2026

1. Baylor University Institute for Oral History (BUIOH) and Texas Oral History Association (TOHA) have reached a cordial partnership with the goal of BUIOH supporting TOHA's research by training, advising on, processing, and archiving TOHA's oral history project titled "Talking Texans: Oral History around the State."
2. BUIOH agrees to:
 - provide \$2,500 in funding to support the project "Talking Texans: Oral History around the State." The funds will be distributed in two payments: \$1,250 after the training workshop and \$1,250 after approximately seven interviews have been submitted;
 - conduct a training workshop in oral history research for project volunteers;
 - loan two digital audio recorders to the project for conducting oral history interviews;
 - review the first round of audio interviews to provide feedback to interviewers;
 - consult with project organizers and volunteers throughout the project;
 - process, duplicate, and transcribe approximately fifteen audio oral history recordings;
 - furnish each narrator a draft transcript for his or her review;
 - furnish each narrator a copy of his or her final memoir;
 - make the oral history transcripts and audio recordings accessible online;
 - and assist in preserving this research through co-depositing the recordings and transcripts at Baylor University and at the Texas State Library.
3. TOHA agrees to:
 - arrange a day, time, and place for a training/planning workshop;
 - assemble for the training workshop several persons who are committed to doing the interviews;
 - use an interview release agreement for the project which each narrator signs, preserving their research by co-depositing the interview at Baylor University and TOHA;
 - manage digital audio recording equipment;
 - locate and contact narrators;
 - arrange interview days, times, and places;
 - conduct approximately fifteen recorded interviews;
 - create a word list of proper nouns and unique spellings for each interview;
 - use a biographical data form to gather information on each narrator;

- submit original recordings and accompanying forms (signed release agreements, interview data sheets, biographical data forms, word lists, notes) to BUIOH in a timely fashion (all materials must be submitted by May 31, 2026);
 - plan, arrange, publicize, and carry through a public program to share the outcomes of the project with the community;
 - return all borrowed equipment and supplies following the final project interview;
 - and complete a final report and evaluation of the project by May 31, 2026.
4. All steps and procedures during this project will be in accordance with the Principles and Best Practices of the Oral History Association (<https://www.oralhistory.org/principles-and-best-practices-revised-2018/>), the world’s largest body of professional oral historians.
5. We the undersigned so hereby agree to the principles outlined in the proposal related to TOHA’s “Talking Texans: Oral History around the State” project dated April 24, 2025.

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