

The Mass Observation Project
Terms of agreement with commissioning researchers
Directive date: XXX

The Mass Observation Project is a writing project, which has been in operation since 1981. It relies entirely on the trust and commitment of its volunteer correspondents. Any specific directive or collaboration must take into account the long-term needs of the Project. It is financed by charitable contributions and fees generated by collaborative work. Researchers who wish to commission parts of directives are therefore asked to agree the following conditions:

1. The need to protect the privacy of the Mass Observation correspondents is paramount. No attempt must be made to identify the correspondents, to contact them directly or to reproduce information about them, which could lead to their identification. Researchers will have access to basic biographic information about the correspondents including (where known) age, sex, marital status, place of residence and occupation.
2. Original papers may not be removed from the Archive. Work must take place, by appointment, at The Keep. Any copies of any format are for the exclusive use of the researcher and must not be made available to anyone else or deposited in another archive or institution without the formal permission of the Trustees.
3. Replies resulting from the directives will normally be made available for general public access (that is, to all researchers including the commissioning researcher) after being sorted and checked (usually within a 3 month period).
4. The final form of a commissioned directive is subject to the approval of the Mass Observation Archive. The form, length, content and language of the directive must conform to the 'house style' and be consistent with existing practices so that no long-term damage to the project is sustained. In practice, the directive text would be a collaborative production between the Archive and the researcher.
5. The fee charged by the Trustees does not include any in-house analysis or photocopying.
6. Every effort will be made to ensure that the response rate is comparable with previous response rates in the Project, but researchers are warned that a specified amount of data can never be guaranteed, as all writers are volunteers.
7. The Project can only continue if it charges for commissions. All researchers should seek financial sponsorship and build the full fee charged by the MOA into any applications to grant-giving bodies. We recognise that not all researchers are able to find the full fee, and we therefore operate a sliding scale of charges. Researchers should recognise, however, that any contribution less than the whole fee amounts to

our subsidising their research. The fee which is eventually agreed will reflect both the ability of the researcher to pay and the needs of the Archive.

8. The replies to all directives (including those received as a result of a commissioned directive) remain the property of the Mass Observation Archive Trustees. For publications:

8.a Journal articles in academic publications

All requests to publish from the collection should be directed to the MOA Curator who will grant permission on behalf of the Trustees.

8.b Form commercial publications, academic monographs and media coverage

All requests to publish from the collection should be directed to the MOA Curator. The non-exclusive right to quote up to 500 words from the directive responses is granted by the Trustees as part of this agreement. For any directive collaboration where the fee exceeds £4,000, reproduction charges for any use over 500 words will be waived for a first publication. This right applies to text in the English language throughout the world in a single publication published, commissioned or otherwise authored by the commissioner. This agreement covers the licensing of this one specified use in physical print form and applications for additional uses (including other formats such as digital, and other territories and media) must be made to the Archive's literary agent, Gordon Wise, Curtis Brown Group Ltd, Haymarket House, 28-29 Haymarket, London SW1Y 4SP wiseoffice@curtisbrown.co.uk and standard fees shall apply.

9. The commissioner must undertake to include the following acknowledgement and copyright notice in every copy of the work in which the Mass Observation material appears, and to provide the Archive with one voucher copy of the work on publication:

*Mass Observation material reproduced with permission of Curtis Brown Group Ltd, London on behalf of the Trustees of the Mass Observation Archive.
Copyright (c) The Trustees of the Mass Observation Archive*

I accept the above terms of agreement:

Signed.....Date.....

Print name.....

cc: Curtis Brown Group Ltd