

# East Midlands Oral History Archive

Information Sheet  
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Using the East  
Midlands Oral  
History Archive

This sheet will show:

- What the East Midlands Oral History Archive provides.
- How to access the EMOHA catalogue.
- How to request a recording.
- What issues to be aware of with copyright when using EMOHA material.
- How to correctly cite EMOHA recordings.

## East Midlands Oral History Archive

Centre for Urban History  
University of Leicester  
Leicester  
LE1 7RH

Phone: 0116 252 5065

Fax: 0116 252 5769

Email: [emoha@le.ac.uk](mailto:emoha@le.ac.uk)

[www.le.ac.uk/emoha](http://www.le.ac.uk/emoha)

# How to use the EMOHA collections

## What EMOHA holds

The EMOHA is the oral history archive for Leicestershire, Leicester and Rutland, holding over 2000 audio recordings. Collections include the Leicester Oral History Archive, the Mantle Oral History Project from North West Leicestershire, Ethnic Elders Collection, the Leicester City Council Community History Collection and the sound archive for BBC Radio Leicester. More collections from the two counties are being added all the time. A wide range of subjects and themes are covered in the material.

Material can be listened to by **appointment only**, at the Record Office for Leicestershire, Leicester and Rutland. Opening hours are Monday, Tuesday, Thursday, 09.15-17.00, Wednesday 09.15-19.30, Friday 09.15-16.45 and Saturday 09.15-12.15. Appointments need to be made at least one week in advance.

The screenshot shows a web browser window displaying the 'EMOHA Catalogue' search page. The page title is 'Catalogue' and it features a navigation bar with buttons for 'catalogue home', 'new search', 'subject search', 'request a recording', 'search help', and 'contact the catalogue'. Below this is an 'Advanced Search - Keyword Search' section with a form containing the following fields: 'Keywords', 'Subjects' (a dropdown menu), 'Period' (a dropdown menu), 'Town/place', 'County' (a dropdown menu), 'Occupation', 'Name', 'Title', and 'Collection No.'. There is a 'Find' button and a 'Stop after 50 matches' option. Below the search form, there is a section titled 'When you find what you want' with three bullet points: 'Make sure you note the Accession number, Collection number and Collection Title from the top of the full record. For example: 07, MA200/037/037 Mantle Oral History Project Collection.', 'For sound recordings check to see if there is a copy available, look for Copies at the bottom of the record.', and 'Be sure to use the New Search at the top of the page when making a new search. This will automatically clear all previous search terms.'

You can search the EMOHA catalogue on-line at <http://www.le.ac.uk/emoha/catalogue.html>

## How do I find a recording in the Archive?

You will need to identify the recordings you wish to listen to before booking an appointment. Selections can be made using our online catalogue [[www.le.ac.uk/emoha/catalogue.html](http://www.le.ac.uk/emoha/catalogue.html)] and information on how to use the search facilities and information on the collections can be found with the catalogue. If you do not have access to the internet at home, the Record Office offers access, or your local library, school or college may provide it. If you cannot access the internet at all or have difficulty finding what you want, then please contact the Record Office on 0116 2571080.

## Selecting material for listening to

When you select material to, listen to note down these references: Accession number, Collection number, and Collection title, e.g. 01234, HP/0123/123 History Project Collection. Note if there is a copy available already. See if the length of the recording is given. This will help inform on the time needed for the appointment. Keep your references handy for booking your appointment and when you visit the archive.

## Contact details

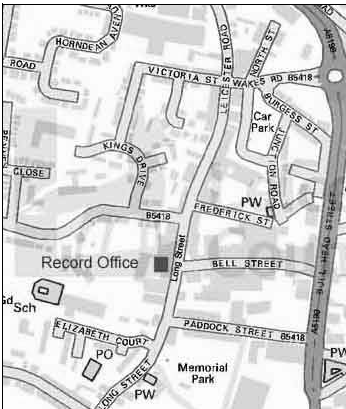
To contact the Record Office to make an appointment to listen to the tapes you require

Tel: (0116) 2571080

Email:  
recordoffice@leics.gov.uk

## How do I get to the Record Office?

The Record Office is located at Long Street, Wigston Magna, Leicester. You must make an appointment to listen to material.



## How do I arrange to listen to a recording

If a listening copy is available you need to telephone the Record Office on 0116 2571080 to make an appointment at least one week in advance. If no copy is available, then you need to make a **Sound Recording Request** with the Record Office. A copy will be made and you will be informed as soon as it is ready for listening, so you can make an appointment. Do not forget the references. If you do not have a Record Office reader's ticket you will need proof of your identity and address for one to be issued.

## Guidance on the Copyright and Citation of EMOHA Collections Material

This information is intended to draw attention to and advise archive users on the different uses of material for which copyright permission must be obtained and when and how citation should be credited. When using material for any of the purposes stated below it is essential to know if the material has any restrictions and if copyright approval is required. The Cataloguing Officer and the Record Office staff will be able to advise on this.

### The Different Types of Use of Material

- a) Use in schools, universities, colleges and other educational establishments
- b) Use in public performance, lectures or talks
- c) Use in publications, including print, audio or video cassettes or CD ROM
- d) Public reference purposes in libraries, museums & record offices
- e) Use on radio or television
- f) Publication worldwide on the internet
- g) Use in a thesis, dissertation or similar research

### Copyright

#### Recorded Sound/Interview Items

Sound items have two types of copyright, copyright for the spoken material on the recording (this is literary copyright) and copyright for the physical item itself. Copyright of the spoken material belongs to the speaker. Usually this is given to the holder of the physical item but restrictions on the different uses (see **(a-g)** above) of the item may be made when the speaker transfers copyright.

If you are going to use the material for **(a – f)** above you need to check if there are any restrictions, who holds the copyright, and obtain permission to use it. The EMOHA holds the copyright on some material held in the archive but not all. Under the **Fair Dealing** provision small extracts, quotes and summaries used in **(g)** can be used if there is no overall restriction, but acknowledgement must be given (see Citing EMOHA material below). Substantial reproduction of material for **(g)** would require permission.

#### Published

Standard copyright law as for all published material applies. Acknowledgement should identify the work by its title or description and identify the author unless it is published anonymously.

#### Unpublished

As for published material, but if the author's identity is unknown and reasonable enquiry has not revealed them, it maybe left out of the acknowledgements.

### Printed Material/Ephemera

#### Photographs

Photographs are artistic works with the copyright belonging to the photographer, unless the copyright has been transferred. For use of a photograph in **(a-g)** above you require permission from the copyright holder. Under **Fair Dealing** for private study or research the British Photographers' Liaison Committee has agreed that a single copy of a photograph may be made by or on behalf of an individual. However, copying segments or extracts of a photograph may be deemed as less than fair by the copyright owner. It is important that a photographer's moral rights are not infringed in this context. (Moral rights in this instance

### Citing EMOHA material

#### For use in a thesis, dissertation or similar research:

*Suggested form of citation:*

East Midlands Oral History Archive, (EMOHA can be used after the first citation) Collection Name, Accession Number, Collection Number, Name of interviewee/Anon

e.g. EMOHA, Thornton Collection, 0233, TH/010/011, F. Smith