

Practicing Proper Oral History Notes

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- _____: How to _____
- _____: While Interviewing
- _____: Reflect _____ interviewing

PRE-INTERVIEW

1. Choose your _____: Choose potential narrators based on _____.
 - - Someone who _____ an event.
 - - Someone who had personal experience with the subject matter discussed
2. Conduct _____: Research the person, topic, and larger context in both _____ and _____ sources
3. _____ to Proposed Interviewee: Send via _____ or email an introductory letter, then _____
 - Secure _____ to conduct interview
4. Schedule a _____ Meeting: This pre-interview session will allow an exchange of information between interviewer and narrator on _____, reasons for conducting the interview, the process that will be involved, and the need for _____. During pre-interview discussion the interviewer should make sure that the narrator understands:
 - - proposed interview's aims and anticipated uses: Establish _____!
 - his or her rights to the interviews including editing, access restrictions, copyrights, royalties, and where the information will be _____
 - that the recording(s) will remain _____ until he or she has given permission via a signed legal release.
7. Utilize the best equipment: Before the interview, interviewers should become familiar with the _____ and be knowledgeable about its function

- - Make sure you can use the best equipment within your means to accurately reproduce the interviewee's _____.
- - _____ often can utilize recording apps to complete interviews

8. Prepare an _____: Prepare interview topics and questions to use as a guide to the recorded dialogue

INTERVIEW

1. **The _____**: The interview should be conducted in a _____ with _____ background noises and possible distractions

2. **Record a “ _____ ”**: The “ _____ ” is like an outline, reminding the interviewee where in the process we are. This should consist of the names of _____ and _____, day and year of session, _____, and proposed subject of the recording.

3. **The Time**: The interviewer is responsible for assessing whether the narrator is becoming tired and at that point should ask if the latter wishes to continue. Although most interviews last about _____, if the narrator wishes to continue those wishes should be honored, if possible.

4. **Be _____ and Stick to Agreed Upon Terms**: Along with asking _____ and _____ questions and listening to the answers to ask better follow-up questions, the interview should be conducted in accord with any _____ made with narrator, which should be documented for the record.

- interviewers should work to achieve a balance between the objectives of the project and the perspectives of the interviewee. Interviewers should fully explore all appropriate areas of inquiry with interviewees and not be satisfied with superficial responses. At the same time, they should encourage narrators to respond to questions in their own style and language and to address issues that reflect their concerns.

- interviewers must respect the rights of interviewees to refuse _____, to restrict access to the interview, or, under certain circumstances, to choose _____.

Interviewers should clearly explain these options to all interviewees.

5. **Secure a _____**: Secure a form by which the narrator transfers his or her rights to the interview to the _____, signed after each recording session or at the end of the last interview with the narrator.

POST-INTERVIEW

1. **Your Interview:** Understand the preservation of oral history interview. Appropriate care and storage of original recordings begins _____.
2. **Your Interview:** Interviewers should document their _____, including the circumstances of the interviews and provide that information to whatever repository will be preserving and providing access to the interview. This comes in the form of a _____.
3. **Include Relevant** _____: Collect items to help with interpretation of the oral history by future users, such as _____, documents, or other _____.
4. **Your Interview:** Your interview and relevant documents should be processed, refreshed and accessed according to established _____ designated for the media format used. Contact the proper museum, institution, school, etc. to help with storage. Make sure if your documents are stored electronically, you have a _____!
5. **Your Interview:** To ensure accessibility of the interview, include tags for proper _____ of your interview.
7. _____!: This is tough to do, but check up on your interview and interviewee after a few years if you can. When media become available that did not exist at the time of the interview, those working with oral history should carefully assess the applicability of the release to the new formats and proceed—or not—accordingly.
8. **Spread the** _____!: Finally, if a project deals with community history, the interviewer should be _____ to the community, taking care not to reinforce thoughtless _____. Interviewers should strive to make the interviews accessible to the community and where appropriate to include representatives of the community in _____ or presentations of the oral history material.

LEGAL TIPS TO REMEMBER

- As an interviewer, you are signing to authorize:

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