



Sample Forms for Managing Oral History Projects

This section of the *Community Oral History Toolkit* contains sample forms to help you plan and manage an oral history project, both before and after the interviews. You can also find them online and download them directly from www.LCoastPress.com (go to the *Community Oral History Toolkit* page). Using them will help you defuse frustration and stay on top of the myriad details an oral history project inevitably entails. Maintaining appropriate records as a project evolves is critical. And when it comes time to wind down and turn materials over to a library or other repository, you'll be glad you did.

The sample forms are all straightforward and easy to use. You may not need all of them, and you likely will want to adapt some of them to your particular situation. Pay special attention to the legal release agreements: they are offered solely as samples and should not be construed as offering legal advice to your project.

In addition to the unpopulated forms in this appendix, you'll find examples of the same forms, but filled in, scattered throughout the *Toolkit* volumes illustrating how they should be used.

Sample Form Templates

Templates for all of these forms can be found online at www.LCoastPress.com (go to the *Community Oral History Toolkit* page). These templates can guide the planning and implementing of an oral history project. Adapt them to your own needs.

Sample Project Forms

Project Design Statement

(See p. 77 for sample; download a template at www.LCoastPress.com)

This form helps organize ideas for an oral history project and create a roadmap for moving forward. Begin your project with this form and use it as a planning tool. See *Volumes 2, 3, and 5*.

Interviewee Recommendation Form

(See p. 78 for sample; download a template at www.LCoastPress.com)

This form is handy for selecting interviewees. Using a single form such as this can assemble all the information about a potential interviewee in a format that can be "pitched" to a selection committee. See *Volumes 2 and 3*.

Interviewee Biographical Profile

(See p. 79 for sample; download a template at www.LCoastPress.com)

This form organizes all the relevant biographical information about each interviewee and ensures that the same information is collected about each person and is available in one place. Different kinds of biographical data are relevant for different projects, so adapt it to your needs. See *Volumes 2, 3, 4, and 5*.

Interview Summary

(See p. 80 for sample; download a template at www.LCoastPress.com)

This form records information about the interview event, specifically, about the recording process, physical environment where the interview takes place, and the content of the interview. It is best filled out by the interviewer immediately after the interview. See *Volumes 2, 3, 4, and 5*.

Photograph and Memorabilia Receipt

(See p. 81 for sample; download a template at www.LCoastPress.com)

Sometimes during the course of an interview, the interviewee will offer material items such as photographs or scrapbooks to accompany the interview. Sometimes these are offered as gifts but most often they are loans for the project to copy and return. This form can serve as a receipt while the loaned item is in the hands of the interviewer or project. See *Volumes 2, 3, and 4*.

Interview Tracking Form

(See p. 82 for sample; download a template at www.LCoastPress.com)

This form lists all the tasks required for processing a recorded interview into a finished oral history. The steps required for every project are different, so adapt the form to your own needs. Many projects prefer to track processing on a spreadsheet, which is easy to set up to mirror this form. See *Volumes 2, 3 and 5*.

Transcription Protocol

(See p. 83 for sample; download a template at www.LCoastPress.com)

This form defines the specifications for transcribing interviews, including the resources needed and the specific responsibilities of the transcriber. A single transcription protocol is used for the entire project. See *Volume 5*.

Cataloging Protocol

(See p. 84 for sample; download a template at www.LCoastPress.com)

This form should be filled out jointly by representatives from the oral history project and the repository. Using this written document for the entire project will minimize misunderstanding and keep cataloging consistent for the duration of the project. See *Volume 5*.

Cataloging Work Sheet

(See p. 85 for sample; download a template at www.LCoastPress.com)

This form needs to be completed for every oral history, and will accompany the interview recording and transcript through cataloging. Detail and accuracy in this form are very important as the information on it will be transferred to the catalog record and subsequent publications. See *Volume 5*.

Sample Agreement Forms

This series of forms consists of sample agreements commonly used in oral history projects. The forms will guide you developing your own agreements, but remember, they are samples only. Each letter of agreement should be adapted to the specific project.

Legal Release Agreement

(See p. 86 for sample; download a template at www.LCoastPress.com)

This is the most important form in an oral history project. Without a Legal Release Agreement signed by the interviewee and the interviewer, an oral history interview may not legally be used in any way. Every Legal Release agreement should be customized for the particular circumstances of the project. We offer this as a sample. Have a separate agreement signed for *every interview*. See *Volumes 2, 3, 4, and 5*.

Legal Release Agreement (Restrictions)

(See p. 87 for sample; download a template at www.LCoastPress.com)

Occasionally, special cases concerning the interview come up that aren't covered in the generic legal release agreement. Examples are an interviewee's wish that the interview be restricted from public view for a certain amount of time, a request that his name be withheld, and a request that the interview not be made available on the Internet. Though there are many legitimate reasons for placing restrictions on an interview, they should be the exception rather than the rule and the project director should consult with the repository contact as well as a legal advisor before agreeing to one or more restrictions. Adapt this form to specify the restrictions placed on the interview. See *Volumes 3 and 5*.

Letter of Agreement for Repository

(See p. 88 for sample; download a template at www.LCoastPress.com)

This agreement spells out the relationship between the oral history project and the repository. It is very important to specify, in writing, which agency is responsible for which tasks, for the expenses incurred, and for maintaining the timeframe. See *Volumes 2 and 3*.

Letter of Agreement for Interviewer

(See p. 89 for sample; download a template at www.LCoastPress.com)

A written agreement such as this emphasizes the professional nature of being an interviewer, and also serves as a backup in case there are misunderstandings. See *Volumes 2 and 3*.

Letter of Agreement for Transcriber

(See p. 90 for sample; download a template at www.LCoastPress.com)

This letter clarifies the expectations for the transcriber. Usually a single letter for each project transcriber is sufficient. See *Volumes 2, 3, and 5*.

PROJECT DESIGN STATEMENT	
GENERAL	
PROJECT NAME	
SPONSORING INSTITUTION	
PRIMARY GOAL	
MISSION STATEMENT	
ADMINISTRATIVE REQUIREMENTS	
PROJECT CONTENT	
HISTORICAL FOCUS	
SCOPE	
TOPICS	
SOURCES FOR BACKGROUND RESEARCH	
PROJECT MANAGEMENT	
DURATION	
NUMBER OF INTERVIEWEES	
RECORDING PLAN	
PHYSICAL SPACE NEEDS	
EXPENSES	
RESOURCES	
INTERVIEWEE RECRUITMENT	
REPOSITORY PLAN	
ONLINE ACCESS FOR INTERVIEWS	
Submitted by	Date
Revised by	Date

INTERVIEWEE RECOMMENDATION FORM

PROJECT NAME

NAME

CONTACT

PLACE OF RESIDENCE

DATE OF BIRTH

RELEVANCE TO THE PROJECT (How will this person's life history relate to the goals of the project?)

BIOGRAPHICAL SUMMARY (family, education, professional experience, and community activities, as relating to the project)

RECOMMENDED BY

CONTACT

ACTION

Approved *Not Approved*

INITIAL MEETING DATE

INTERVIEWER

INTERVIEW DATE AND LOCATION

INTERVIEWEE BIOGRAPHICAL PROFILE

PROJECT NAME	
NAME	CONTACT
OTHER NAMES KNOWN BY	DATE/PLACE OF BIRTH
PLACE OF RESIDENCE	YEARS IN THE COMMUNITY
OCCUPATION	EDUCATION
RELEVANCE TO THE PROJECT	
RELEVANT BIOGRAPHICAL INFORMATION (AS IT RELATES TO THE GOALS OF THE PROJECT)	
FAMILY (full name, date of birth, relationship to interviewee)	
FRIENDS AND ASSOCIATES (full name, date of birth, relationship to interviewee)	
PLACES TRAVELED OR LIVED	
COMMUNITY ACTIVITIES (Include activity, date, and significance to the project)	
INTERESTS	
INFLUENCES	
LIFE MILESTONES	
Completed by	Date

INTERVIEW SUMMARY	
PROJECT NAME	INTERVIEW ID#
INTERVIEWEE	INTERVIEWER
NAME (as it will appear in the public record)	NAME
CONTACT	CONTACT
OTHER NAMES KNOWN BY	
INTERVIEW DATE	INTERVIEW LENGTH
RECORDING MEDIUM _____ digital audio _____ digital video	
DELIVERY MEDIUM _____ sound file _____ sound card _____ CD _____ DVD	
TECHNICAL NOTES (make/model of recorder, format recorded, microphone notes)	
INTERVIEW NOTES (physical environment, interviewee's mood, people or animals in the room, interruptions)	
DATE LEGAL RELEASE AGREEMENT SIGNED _____	
PROPER NAMES AND KEYWORDS (personal and place names with proper spelling, dates, and keywords)	
SUMMARY OF INTERVIEW CONTENT	
COMPLETED BY	DATE

PHOTOGRAPH AND MEMORABILIA RECEIPT

PROJECT NAME

OWNER

Name

Address

Phone/Email

ITEM

Type

Quantity

Detailed Description (Describe item and circumstances of loan)

Associated Dates

Physical Condition

Instructions for use:

RETURNED

Items returned by (name):

OWNER

INTERVIEWER

Name (print)

Name (print)

Signature

Signature

Date

Date

INTERVIEW TRACKING FORM		
PROJECT NAME		INTERVIEW ID#
INTERVIEWEE		INTERVIEWER
NAME		NAME
CONTACT		CONTACT
INTERVIEW DATE		
DATE COMPLETED	TASK	NOTES
	Log interview recording and assign an interview ID#	
	Log <i>Legal Release Agreement</i>	
	Log <i>Interview Summary</i>	
	Copy recording	
	Label recording media	
	Transcribe interview	
	Audit-check transcript	
	Check facts and verify spelling of proper names	
	Get interviewee's approval of transcript	
	Complete <i>Cataloging Work Sheet</i>	
	Assemble materials for repository	
	Deliver completed oral history to repository	
	Prepare oral history for website	
	Thank Interviewee	
	Archive master files	

TRANSCRIPTION PROTOCOL		
PROJECT NAME		
PROJECT CONTACT	Name	Contact
TRANSCRIBER CONTACT	Name	Contact
RESOURCES		
Funds needed		
Equipment needed		
Software needed		
PROCEDURE		
Number of interviews/hours		
Delivery formats		
Delivery method		
Timeframe		
TRANSCRIBER RESPONSIBILITIES	<input type="checkbox"/> Audit-check <input type="checkbox"/> Summary <input type="checkbox"/> Verify spelling of proper names <input type="checkbox"/> Chapter/section headings <input type="checkbox"/> Index <input type="checkbox"/> Contents <input type="checkbox"/> Other (Specify) _____	
STYLE GUIDE		
Project contact – Sign and date		Transcriber contact – Sign and date

CATALOGING PROTOCOL

PROJECT NAME

PROJECT CONTACT

Name

Contact

CATALOGING CONTACT

Name

Contact

ADMINISTRATIVE

Organization Sponsoring Oral History Project

interviews

Audio recordings?

Transcripts?

Video recordings?

Format:

Restrictions or special notes on access? Specify

Note: Signed legal release agreements for each interview must be approved by repository administrator before cataloging begins.

CATALOG DETAILS

Destinations for catalog records (include all catalogs, including website)

Expected completion date

Encoding format and standards

Information unit (interview or collection)?

Controlled vocabulary instructions

Constant data

Special Instructions

Completed by:

Name/Institution

Date

Name/Institution

Date

CATALOGING WORK SHEET

CATALOGING WORK SHEET	
CONTROLLED FIELDS	✓ Verified
Interviewee's name (100) ¹	
Interviewer's name (700)	
Sponsoring institution (710)	
Subject – Personal names (600)	
Subject – Corporate names (610)	
Subject – Geographic names (651)	
Subject – Topics (650)	
Genre (655)	
UNCONTROLLED FIELDS	
Interview title (245)	
Physical description (300)	
Date and place of interview (518)	
Project name (740)	
Project description (520)	
Interview summary (520)	
Biographical summary (545)	
Keywords (653)	
Prepared by	Date

¹ The numbers beside the field names refer to the MARC tags which catalogers need to encode the information on this work sheet. Oral historians may ignore them.

LEGAL RELEASE AGREEMENT

The mission of the _____ (oral history project) is to document the history of _____. The major part of this effort is the collection of oral history interviews with knowledgeable individuals.

Thank you for participating in our project. Please read and sign this gift agreement so your interview will be available for future use. Before doing so, you should read it carefully and ask any questions you may have regarding terms and conditions.

AGREEMENT

I, _____, interviewee, donate and convey my oral history interview dated _____ to the _____ (oral history project/repository name). In making this gift I understand that I am conveying all right, title, and interest in copyright to the oral history project/repository. I also grant the oral history project/repository the right to use my name and likeness in promotional materials for outreach and educational materials. In return, the oral history project/repository grants me a non-exclusive license to use my interview through my lifetime.

I further understand that I will have the opportunity to review and approve my interview before it is placed in the repository and made available to the public. Once I have approved it, the oral history project/repository will make my interview available for research without restriction. Future uses may include quotation in printed materials or audio/video excerpts in any media, and availability on the Internet.

INTERVIEWEE

Name (print) _____

Signature _____

Date _____

INTERVIEWER

Name (print) _____

Signature _____

Date _____

LEGAL RELEASE AGREEMENT (RESTRICTIONS)

The mission of the _____ (oral history project) is to document the history of _____. The major part of this effort is the collection of oral history interviews with knowledgeable individuals.

Thank you for participating in our project. Please read and sign this gift agreement so your interview will be available for future use. Before doing so, you should read it carefully and ask any questions you may have regarding terms and conditions.

AGREEMENT

I, _____, interviewee, donate and convey my oral history interview dated, _____ to the _____ (oral history project/repository name). In making this gift I understand that I am conveying all right, title, and interest in copyright to the oral history project/repository. I also grant the oral history project/repository the right to use my name and likeness in promotional materials for outreach and educational materials. In return, the oral history project/repository grants me a non-exclusive license to use my interview throughout my lifetime.

I understand that I will have the opportunity to review and approve my interview before it is placed in the repository. My gift and the associated rights are subject to the following restrictions:

- _____ May not be made available on the Internet
- _____ Public access may not be available until (date) _____
- _____ Other (specify) _____

INTERVIEWEE

Name (print) _____

Signature _____

Date _____

INTERVIEWER

Name (print) _____

Signature _____

Date _____

LETTER OF AGREEMENT FOR REPOSITORY

This letter summarizes the responsibilities of the _____ (repository) and the _____ (oral history project). In addition to this document, a Legal Release Agreement form signed by each interviewer and interviewee will accompany each oral history.

The _____ **oral history project** is responsible for the following tasks and for the costs incurred:

- Prepare audio- or video-recorded interviews in formats and quality determined by repository
- Transcribe oral history interviews according to style guidelines provided by repository
- Deliver signed Legal Release Agreement for each interview
- Deliver transcript and discs in format agreed upon.

The _____ **repository** is responsible for the following tasks and for the costs incurred:

- Advise in selection and training of interviewers
- Advise in development of project plan
- Catalog oral histories for local catalog and WorldCat
- Format, copy, and bind oral history materials
- Make copies available for use according to repository's access policy.

Number of interviews _____

Timeframe for delivery _____

Number of copies of each interview _____

REPOSITORY	ORAL HISTORY PROJECT
Name (print) _____	Name (print) _____
Signature _____	Signature _____
Title _____	Title _____
Date _____	Date _____

LETTER OF AGREEMENT FOR INTERVIEWER

I, _____, an interviewer for the _____
Oral History Project, understand and agree to the following.

- I understand the goals and purposes of this project and understand I represent the oral history project when I am conducting an interview.
- I will participate in an oral history interviewer training workshop.
- I understand the legal and ethical considerations regarding the interviews and will communicate them to and carry them out with each person I interview.
- I am willing to do the necessary preparation, including background research, for each interview I conduct.
- I will treat each interviewee with respect, and I understand each interview will be conducted in a spirit of openness that will allow each interviewee to answer all questions as fully and freely as he or she wishes.
- I am aware of the need for confidentiality of interview content until such time as the interviews are released for public use per the repository's guidelines, and I will not exploit the interviewee's story.
- I understand my responsibilities regarding any archival materials or artifacts related to the interview that the interviewee may want to include in the interview process.
- I agree to turn all interview materials over to the repository in a timely manner and to help facilitate all necessary processing and cataloging steps.

INTERVIEWER

Name (print) _____

Signature _____

Date _____

ORAL HISTORY PROJECT

Name (print) _____

Signature _____

Date _____

LETTER OF AGREEMENT FOR TRANSCRIBER

I, _____ (transcriber), agree to the following:

- Create a verbatim transcript according to style guide provided
- Clearly indicate the interviewee, interviewer, and place and date of the interview at the head of the transcript according to the style guide provided
- Deliver electronic copy in a Microsoft Word 2010 or later document
- Timeframe for delivery _____

The transcription process will include (check all that apply):

- Audit-checking the transcript
- A reasonable amount of research for correct spelling of proper names
- Creating chapter headings
- Creating a Table of Contents
- Creating an index
- Other (Specify) _____

The oral history project will provide a list of proper and place names wherever possible to facilitate accurate transcribing.

As transcriber, I understand that all information contained in the transcript is confidential. I agree not to disclose any information contained in the transcript, nor will I allow anyone access to the recording or the electronic files while they are in my possession. I agree to delete electronic files and destroy discs at the instruction of the oral history project or at the conclusion of the assignment.

TRANSCRIBER

Name (print) _____

Signature _____

Title _____

Date _____

ORAL HISTORY PROJECT

Name (print) _____

Signature _____

Title _____

Date _____