

## Oral History Guidelines

These guidelines are suggestions to help individuals in conducting an oral history. They are here to serve as a baseline and you may wish to alter them to address specific needs of your project.

Oral history is a remarkably rewarding area in the field of history. It is rewarding for the interviewer, interviewee and for future generations of researchers that will look back with gratitude on your efforts.

In the interview process itself you will soon develop a style that works well for you. For some it is formal, for others it is more informal.

Remember in oral history there is a continual race against time - so get out there and start interviewing now.

### **Administration**

Create an interviewee data form. Information contained should include: Name, address, phone number, email, date of birth, place of birth of interviewee. Interview information should include: date of interview, place of interview, name of interviewer, number of tapes used. Other interviewee information varies based on your project: for example, if a military project you should include branch of service, unit information, years of service and rankings. You may also wish to include a copy of their resume if they have it available.

Create a standard release form. You must have a release form to legally use the information. Be sure to indicate on that release form all potential uses for the interview including the Internet. An interviewee might be upset if while searching the Internet they locate their entire transcript without prior consent.

Create an interview control sheet (spreadsheet format). This will allow you to efficiently administer numerous interviews. On this sheet include: Interviewee Name, Interview Date, Transcription Date, Date Transcript Mailed, Transcript Returned Date, Indexed.

Interviewee files. A file folder should be created for each interview subject. Include in this folder a copy of the interviewee data form, release form and any other information you have gathered pertaining to the individual. Other materials to include vary based on your project. Other items you may wish to include are: photo taken during the time frame that the interview is addressing (example: for WWII, a copy in uniform during WWII), resume or copies of other documents.

# Oral History Guidelines

**Donald A. Ritchie**

## Oral History Guidelines:

**Recording Oral History** Valerie Raleigh Yow, 1994-02-14 With extensive examples from both historical and social science literature this book is a practical guide to methods of recording oral history. The author provides suggestions on a range of techniques from developing a written interview guide and using tape recorders to asking probing questions during in depth interviews and editing transcriptions. She also covers the ethical and legal issues involved in conducting life history interviews and elaborates on three different types of oral history projects: community studies, biographies and family histories.

[Guidelines and Principles of the Oral History Association](#) Oral History Association, 1992     *Doing Oral History : A Practical Guide* Donald A. Ritchie, 2003-08-07 Oral history is vital to our understanding of the cultures and experiences of the past. Unlike written history, oral history forever captures people's feelings, expressions and nuances of language. But what exactly is oral history? How reliable is the information gathered by oral history? And what does it take to become an oral historian? Donald A. Ritchie, a leading expert in the field, answers these questions and, in particular, explains the principles and guidelines created by the Oral History Association to ensure the professional standards of oral historians. *Doing Oral History* has become one of the premier resources in the field of oral history. It explores all aspects of oral history from starting an oral history project including funding, staffing and equipment to conducting interviews, publishing, videotaping, preserving materials, teaching oral history and using oral history in museums and on the radio. In this second edition, the author has incorporated new trends and scholarship, updated and expanded the bibliography and appendices, and added a new focus on digital technology and the Internet. Appendices include sample legal release forms and information on oral history organizations. *Doing Oral History* is a definitive step-by-step guide that provides advice and explanations on how to create recordings that illuminate human experience for generations to come. Illustrated with examples from a wide range of fascinating projects, this authoritative guide offers clear, practical and detailed advice for students, teachers, researchers and amateur genealogists who wish to record the history of their own families and communities.

**A ^AGuide to Oral History and the Law** John A. Neuenschwander, 2014-09-12 *A Guide to Oral History and the Law* is the definitive resource for all practitioners of oral history. In clear, accessible language, it thoroughly explains the major legal issues that oral historians should be concerned about and offers helpful suggestions on how to put sound legal procedures in place. The author utilizes relevant court cases and model policies from oral history programs to fully examine the legal landscape that oral historians face.

*Doing Oral History* Donald A. Ritchie, 1995 In this thorough guide to oral history theory, methods and practice, Donald A. Ritchie, a prominent U.S. scholar in the field, synthesizes and builds on the extensive literature in manuals and fieldwork guides to provide the first oral history handbook to address individual researchers as well as organized project teams, whether novices or veterans in the field, to cover videotaping as well as audio recording and to support both teachers and archivists in their use of oral history records. Illustrating his guidelines with colorful examples from a wide range of

fascinating projects Ritchie offers clear practical and detailed advice on such issues as obtaining funding staffing and equipment conducting interviews publishing videotaping preserving materials teaching oral history and using oral histories in museums on radio in therapy and in interactive video Throughout Ritchie stimulates researchers to consider and focus on the unique aspects of their individual projects as well as the special rewards and results of the recordings they make As he states at the outset Ritchie's emphasis is on doing His definitive guide provides all the practical advice and explanations contemporary oral historians require to turn their ideas and goals into action and to create recordings that illuminate human experience for generations to come

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**Oral History Evaluation Guidelines** Oral History Association,1992

**Oral History Interview Guidelines**

,1998 **Recording Oral History** Valerie Raleigh Yow,2005-04-07 In Recording Oral History Second Edition Valerie Raleigh Yow builds on the foundation of her classic text with a fully updated and substantially expanded new edition One of the most widely used and highly regarded textbooks ever published in the field Yow's updated edition now includes new material on using the internet an examination of the interactions between oral history and memory processes and analysis of testimony and the interpretation of meanings in different contexts It will interest researchers and students in a wide variety of disciplines including history sociology anthropology education psychology social work and ethnographic methods

*Catching Stories* Donna M. DeBlasio,Charles F. Ganzert,David H. Mould,Stephen H. Paschen,Howard L. Sacks,2009-05-04 In neighborhoods schools community centers and workplaces people are using oral history to capture and collect the kinds of stories that the history books and the media tend to overlook stories of personal struggle and hope of war and peace of family and friends of beliefs traditions and values the stories of our lives *Catching Stories A Practical Guide to Oral History* is a clear and comprehensive introduction for those with little or no experience in planning or undertaking oral history projects Opening with the key question Why do oral history the guide outlines the stages of a project from idea to final product planning and research the interviewing process basic technical principles and audio and video recording techniques The guide covers interview transcribing ethical and legal issues archiving funding sources and sharing oral history with audiences Intended for teachers students librarians local historians and volunteers as well as individuals *Catching Stories* is the place to start for anyone who wants to document the memories and collect the stories of community or family

**Oral History** Thad Sitton,George L. Mehaffy,O.L. Davis,2011-05-18 More than a mode of gathering information about the past oral history has become an international movement Historians folklorists and other educational and religious groups now recognize the importance of preserving the recollections of people about the past The recorded memories of famous and common folk alike provide a vital complement to textbook history bringing the past to life through the stories of those who lived it Oral History is designed to introduce teachers students and interested individuals to the techniques problems and pleasures of collecting oral history The authors themselves experienced educators examine the uses of oral

history in the classroom looking at a wide range of projects that have been attempted and focusing on those that have succeeded best. Besides suggesting many possible projects they discuss the necessary hardware and its use, recording equipment and procedures, interview outlines and preliminary research, photography and note taking in the field, transcription and storage of information, legal forms and more. For the teacher the authors offer helpful advice on training students to be sensitive interviewers in both formal and informal situations. How can oral histories collected in the classroom be put to use? The authors discuss their uses within the curriculum in projects such as oral history archives, publications such as the popular *Foxfire* books and other media productions and in researching current community problems. Useful appendixes survey a variety of reference tools for the oral historian and describe in detail how a *Foxfire* concept magazine may be developed. Oral History Evaluation Guidelines Oral History Association, 1980. Talking History Megan Hutching, 1993.

Oral history is used today for many different purposes. This first guide for New Zealand researchers describes the planning of projects and identification of interviewees. It discusses appropriate equipment and methods of recording. Different types of interviews and questions are covered. Finally the processing of the interview is described, transcribing, abstracting and indexing. Excerpts from oral histories illustrate this book along with photographs. Back cover. A Guide for Doing

Successful Oral Histories Michigan Oral History Association, 2019. The American Indian Oral History Manual Charles E. Trimble, Barbara W. Sommer, Mary Kay Quinlan, 2016-07. Oral history is a widespread and well developed research method in many fields but the conduct of oral histories of and by American Indian peoples has unique issues and concerns that are too rarely addressed. This essential guide begins by differentiating between the practice of oral history and the ancient oral traditions of Indian cultures, detailing ethical and legal parameters and addressing the different motivations for and uses of oral histories in tribal community and academic settings. Within that crucial context the authors provide a practical step by step guide to project planning, equipment and budgets and the conduct and processing of interviews followed by a set of examples from a variety of successful projects, key forms ready for duplication and the Oral History Association Evaluation Guidelines. This manual is the go to text for everyone involved with oral history related to American Indians. The Oral History Manual Barbara W. Sommer, Mary Kay Quinlan, 2009. Guides readers through the process of doing oral history.

Elite Oral History Michael Kandiah, 2024-12-12. Elite Oral History provides support for those intending to use oral history as a research tool to understand, analyse and describe developments in the recent past. It guides the reader through the various methods of collecting oral testimony and offers a discussion of important issues in the field such as transcription and archiving oral material. This book considers how ethical and legal considerations affect research and suggests best practices to be followed by researchers in various scenarios. Consideration is also given to the ways in which elite oral history should be used and why all contemporary historians should contemplate using it. Elite Oral History is an essential text for anyone interested in knowing more about the practicalities and methodologies involved in oral history. Oral History for the

**Family Historian** Linda Barnickel,2006 This publication provides practical guidance for the novice on how to conduct a family oral history interview and avoid common mistakes     *History of Oral History* Leslie Roy Ballard,2007-04-09 Gathered here are parts I and II of the Handbook of Oral History which set the benchmark for knowledge of the field The eminent contributors discuss the history and methodologies of a field that once was the domain of history scholars who were responding to trends within the academy but which has increasingly become democratized and widely used outside the realm of historical research This handbook will be both a traveling guide and essential touchstone for anyone fascinated by this dynamic and expanding discipline     **Conducting Oral Histories** Evelyn S. Taylor,2011-03 Conducting Oral Histories A Student s Guide to a Successful Interviewing Experience is designed to guide first time interviewers through the entire oral history process From defining what an oral history is and isn t to providing tips for the initial interviewee contact and the subsequent interviewing process Conducting Oral Histories is the one stop shop for both inexperienced and experienced interviewers The author has also included sample forms letters and various checklists to ensure an informative and successful oral history experience for everyone involved     **The Routledge Guide to Interviewing** Sean McConville,Anna Bryson,2013-10-30 The Routledge Guide to Interviewing sets out a well tested and practical approach and methodology what works difficulties and dangers to avoid and key questions which must be answered before you set out Background methodological issues and arguments are considered and drawn upon but the focus is on what is ethical legally acceptable and productive Rationale why what for where how Ethics and Legalities informed consent data protection risks embargoes Resources organisational technical intellectual Preparation selecting and approaching interviewees background and biographical research establishing credentials identifying topics Technique developing expertise and confidence Audio visual interviews Analysis modes methods difficulties Storage archiving and long term preservation Sharing Resources dissemination and development From death row to the mansion of a head of state small kitchens and front parlours to legislatures and presbyteries Anna Bryson and Se n McConville s wide interviewing experience has been condensed into this book The material set out here has been acquired by trial error and reflection over a period of more than four decades The interviewees have ranged from the delightfully straightforward to the painfully difficult to the near impossible with a sprinkling of those that were impossible Successful interviewing draws on the survival skills of everyday life This guide will help you to adapt develop and apply these innate skills Including a range of useful information such as sample waivers internet resources useful hints and checklists it provides sound and plain speaking support for the oral historian social scientist and investigator

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