

ORAL HISTORY CHECKLIST

Interviewee: _____ Interviewer: _____

Selection

- Emeriti Society Executive Board selects interviewee for interview
- President of Emeriti Society sends letter of invitation to interviewee
- Emeriti Society Executive Board selects Interviewer in consultation with Interviewee

Before Interview

- Interviewer gets from Emeriti Society website or Special Collections staff:
 - **Oral History Release Form**
 - **Worksheet for Oral History**
 - **Interview Question Guide**
- Interviewer reviews **Interview Question Guide** for: deletions, additions, or substitutions
- Interviewer gives **Interview Question Guide** to Interviewee
- Interviewer sets time, date and location with Interviewee
- Interviewer requests photo for donation from Interviewee
- Interviewer obtains/reviews recording equipment from Special Collections (946-2404)

At Interview

- Interviewer and Interviewee reviews **Oral History Release Form**
- Interviewer makes sure recording equipment is working correctly
- Conduct interview (identify interviewer, interviewee, date, and location on recording)
- Interviewee and Interviewer sign **Oral History Release Form**

After Interview

- Interviewer returns/brings to Special Collections:
 - recording equipment
 - signed **Oral History Release Form**
 - photo of Interviewee
- Special Collections staff transcribes interview
- Interviewer edits transcription
- Interviewer completes **Worksheet for Oral History**
- Interviewee edits transcription (optional)
- Interview returned to Special Collections staff and added to collection
- Copy of interview **Worksheet for Oral History** added to University Archives Biographies
- Interview information added to finding aid
- Full text of interview added to online collection