

Special Collections

615 McCallie Avenue

Chattanooga, TN 37403

www.utc.edu/library/special-collections

Oral History Interview Recording Instructions

Before the Interview

- Make an appointment to schedule the interview.
- Check out and test a **Zoom H1 Handy Recorder** from **Special Collections** to record a preservation quality **96 kHz, 24 bit WAV** file.
- Draft, revise, and review questionnaire carefully; simply-structured questions are most effective.
- Print out the **Oral History Release** form and **Oral History Interview Field Notes** worksheet.

During the Interview

- Present the **Oral History Release** form to interviewee.
- Explain the interview process and the rights and responsibilities of both parties.
- Maintain a file for each interview (audio recording, field notes, signed documents, and collateral materials interviewee provides, e.g. photographs, news clippings, etc.)
- Be prepared for silences & be prepared to follow up on specific questions.

After the Interview

- Make sure you and the interviewee sign the **Oral History Release** form.
- Review, edit, or clarify notes on your **Oral History Interview Field Notes**. Avoid stereotypes misrepresentations, and manipulations of the interviewee's words. Strive to retain the integrity of the interviewee's perspective.
- Return the **Zoom H1 Handy Recorder** to **Special Collections** along with the signed/dated **Oral History Release** form and **Oral History Interview Field Notes** worksheet.
- Send a **thank you** note to the interviewee immediately following the interview.

Special Collections will not accept recordings without the accompanying Oral History Interview Field Notes and signed Oral History Release.