

Special Collections


615 McCallie Avenue
Chattanooga, TN 37403
www.utc.edu/library/special-collections

Oral History Interview Recording Instructions

In order to record your oral history according to archival standard, you will need to

- record a **96 kHz, 24 bit WAV** with a **Zoom H1 Handy Recorder**;
- obtain a signed and dated **Oral History Release**;
- and complete the **Oral History Field Notes** worksheet.

Follow these instructions to record your oral history interview.

- Check out a Zoom H1 Handy Recorder from the Library’s **Special Collections**, located in **LIB 439**. **Test the batteries**. You may need to replace them before your interview.
- Insert the microSD card in and hold the /hold slider down toward the power symbol until the recorder turns on. **If possible, use the USB cord and adapter to plug the recorder into an outlet.**
- Adjust the following settings with buttons located on the back of the recorder:

- | | |
|-------------------|------------|
| LO CUT | ON |
| AUTO LEVEL | OFF |
| REC FORMAT | WAV |



- Make sure that you are recording with the following settings:

96/24 WAV This information is available on the home screen and should be visible when the recorder is powered on. Use the fast forward ►► button to adjust recording format as needed.

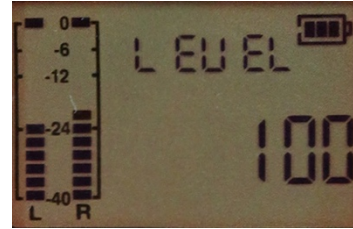


VOL 100 Adjust the volume on the side of the recorder to view the settings. Use the + and – buttons to adjust as needed.



Level 100

Adjust the input level on the side of the recorder to view the settings. Use the + and – buttons to adjust as needed.



- To begin recording, place the recorder on a stable surface between you and the interviewee and push the red button. The REC/PEAK light located below the microphones will remain steadily red during the recording.
- Open the interview by introducing yourself, the project, and by asking the interviewee to state their full name and date of birth for the record, e.g., **This is [Interviewee First Name and Last Name] conducting an oral history interview with [Interviewee First Name and Last Name] on [Month Day, Year] at in [City, State]. I am recording this interview for the University of Tennessee at Chattanooga as part of the [Project Name]. [Interviewee First Name and Last Name], please state your name and date of birth for the record.**
- Stop the recording by pressing the red button and playing back the recording using the play/pause button the side. If both parties are audible, continue recording.
- When you have concluded your interview, press the red button again. This will end the recording.
- Hold the power/hold slider down located on the side of the recorder down until the recorder turns off.
- Return the recorder to Special Collections along with the accompanying Oral History Interview Field Notes and signed/dated Oral History Release.

Special Collections will not accept recordings without the accompanying completed and signed Oral History Release.