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 record 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.*