THE UNIVERSITY OF TENNESSEE CHATTANOOGA
Special Collections

Conduct an Oral History Interview

Handheld Recorder Capture Instructions

To archive your oral history captured on a Zoom H1 Handy Recorder, you will need to accomplish the following:

- Contact your interviewee to establish a time and date for the interview;
- Check out a Zoom H1 Handy Recorder from Special Collections;
- Record your interview in 96 kHz, 24 bit WAV format;
- Return your record and submit the oral history release to Special Collections.

Contact Interviewee

Before contacting the interviewee, review the oral history release at https://www.utc.edu/sites/default/files/2020-09/utc-library-spc-research-conduct-interview-oral-history-interview-release-form.pdf. During the initial phone call or email, you need to explain that interviewees must sign a release form that transfers all legal title, copyright, and literary property rights to the University of Tennessee at Chattanooga. The release form gives the university the ability to permanently preserve the recordings and make them available in our Digital Collections at https://digital-collections.library.utc.edu/.

Check Out Recorder

Check out a Zoom H1 Handy Recorder from the Library's Special Collections, located in LIB 439, and print a copy of the oral history release at https://www.utc.edu/sites/default/files/2020-09/utc-library-spc-research-conduct-interview-oral-history-interview-release-form.pdf.

Record Interview

Follow the steps below to record your interview with the Zoom H1 Handy Recorder:

1. To begin recording, hold the POWER/HOLD slider down toward the power symbol until the recorder turns on.
2. Verify the following settings on the back of the recorder:
    a. LO CUT: ON
    b. AUDIO LEVEL: OFF
    c. REC FORMAT: WAV

3. Verify the following settings on the digital screen of the recorder:
    a. 96/24: 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.
    b. VOL 100: Adjust the volume on the side of the recorder to view the settings. Use the + and – buttons to adjust as needed.
    c. LEVEL 100: Adjust the input level on the side of the recorder to view the settings. Use the + and – buttons to adjust as needed.
4. 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.
5. Once you are ready to formally begin the interview, introduce yourself and ask the interviewee to state and spell their name using the following template:

    > This is **[Your First Name and Last Name]** conducting an oral history interview with **[Interviewee First Name and Last Name]** on **[Month Day, Year]** for the University of Tennessee at Chattanooga. **[Interviewee First Name and Last Name]**, please state and spell your name for the record.

6. When you have concluded your interview, press the red button again. This will end the recording.
7. Hold the power/hold slider down located on the side of the recorder down until the recorder turns off.
8. Thank the interviewee and ask them to sign the oral history release so that the university can preserve their recording.

Return Recorder and Submit Release

Once you have completed your interview, return the recorder and signed release to Special Collections (LIB 439).