

INTERVIEW SUMMARY ASSIGNMENT

10 Grade points

Overview

Every oral history interview should be accompanied by a printed (typed, not handwritten) form containing a summary of information about the recording, the content of the interview, and contact information for the interviewer and narrator. This important form can be used in record keeping and in summarizing information for the repository, cataloger, website designer, or publicity. It also contains contact information for the narrator and interviewer, to follow up on the inevitable questions that arise during the processing of interviews. This form can be adapted for any oral history project and should be kept in permanent records. The information on this form can easily be adapted to a spreadsheet or database system.

One of the important uses of this form is to clearly record interview and narrator information that can be used for cataloging. We will use the Interview Summary form for the cataloging assignment. Your classmates will use your completed form to create catalog records, experimenting with how well these forms can record useful information for a catalog record.

Details

When completing the form, use a clear, formal writing style, with complete sentences rather than fragments. Be sure information is accurate and that all names are spelled correctly. Assume that what you write will be copied verbatim for any number of purposes after the interview leaves your hands.

- *Narrator/Interviewer.* The names on this form will become the basis for controlled headings in the catalog record and will be used in websites, publicity, and future printed publications. In other words, the names *must* be spelled correctly, and entered exactly in the form the individuals wish to be known.
- *Interview date.* Date, month and *year* of the interview.
- *Interview Location.* Enter the city and state. Never enter the narrator's residence address, though it is ok to name a public space. Examples: "Narrator's home in Newton, Massachusetts" or "The interview took place at meeting room of the Stockton Public Library, Stockton, California."
- *Project Title.* Enter the project title.
- *Recording Format.* Check "digital audio" and the format, such as mp3
- *Delivery Medium.* Check "Sound file" for this project.
- *Recording Notes.* Include name of recorder, format recorded, notes about interview space, ambient noise, speaker's voice quality. This information is important for managing sound files in a repository, website, or consortium, and for preservation management. It also may be recorded in the metadata record, especially when sound files shared with multiple repositories.
- *Interview Notes:* Notes about the physical environment, the narrator's mood, other people present, or interruptions that would affect the interview. This information will give context to the actual interview, especially if it is one of a multi-interview series of the same narrator, a group interview, or an interview within an oral history project such as ours. 50-100 words in paragraph format.
- *Proper Names and Keywords.* Record personal and place names *spelled correctly*, dates, and topical keywords relevant to the interview. The more carefully chosen keywords, the richer the metadata and the better the potential for access. This information is used by the cataloger, publications, publicity and websites.
- *Narrator Biographical Summary.* Write a biographical summary, including birth date and place, occupation, and major life events. Can be adapted from Narrator Profile and/or from the interview. 50-150 words in paragraph format.
- *Interview Summary.* Summarize the content of the interview in 100-250 words. Write this summary carefully, with the intent that it will be published and be reused by others

who cite this oral history. This summary can be used in the catalog record, in publicity for the project, on websites, in grant proposals, and quoted in scholarly works.

Submitting the assignment

Complete the template provided, then submit it **two places**.

1. Submit to the assignment dropbox for credit and my comments. Name the file: [yourLastName]_InterviewSummary
2. Upload the form to our shared folder on Google Docs for your classmates to use in the cataloging assignment. File naming: [Narrator'sLastName]InterviewSummary. To upload your document follow the link below, then click, “New” in the red box, then select, “File Upload.”

