ORAL HISTORY CHECKLIST

Interviewee:_________________________ Interviewer: ______________________________

Selection
☐ Emeriti Society Executive Board selects interviewee for interview
☐ President of Emeriti Society sends letter of invitation to interviewee
☐ Emeriti Society Executive Board selects Interviewer in consultation with Interviewee

Before Interview
☐ Interviewer gets from Emeriti Society website or Special Collections staff:
  o Oral History Release Form
  o Worksheet for Oral History
  o Interview Question Guide
☐ Interviewer reviews Interview Question Guide for: deletions, additions, or substitutions
☐ Interviewer gives Interview Question Guide to Interviewee
☐ Interviewer sets time, date and location with Interviewee
☐ Interviewer requests photo for donation from Interviewee
☐ Interviewer obtains/reviews recording equipment from Special Collections (946-2404)

At Interview
☐ Interviewer and Interviewee reviews Oral History Release Form
☐ Interviewer makes sure recording equipment is working correctly
☐ Conduct interview (identify interviewer, interviewee, date, and location on recording)
☐ Interviewee and Interviewer sign Oral History Release Form

After Interview
☐ Interviewer returns/brings to Special Collections:
  o recording equipment
  o signed Oral History Release Form
  o photo of Interviewee
☐ Special Collections staff transcribes interview
☐ Interviewer edits transcription
☐ Interviewer completes Worksheet for Oral History
☐ Interviewee edits transcription (optional)
☐ Interview returned to Special Collections staff and added to collection
☐ Copy of interview Worksheet for Oral History added to University Archives Biographies
☐ Interview information added to finding aid
☐ Full text of interview added to online collection