

A QUICK HOW-TO

1 PREPARING FOR THE INTERVIEW

- Check out: Principles & Best Practices of the Oral History Association: <http://www.oralhistory.org/about/principles-and-practices/>
- Prepare an interview release form
- Make an outline of chronological events
- Pre-interview contact:
 - Get interviewee's biographical info
 - Set up interview date, time & location
 - Get benchmarks of their life's story
 - Answer any questions they may have
 - Establish a relationship of trust with your narrator

2 CONDUCTING THE INTERVIEW

INTERVIEW STEPS

1. Set up your equipment
2. Obtain a release form
3. Record the interview
4. Watch for non-verbal cues
5. Post-interview notes

INTERVIEWING TIPS

- Ask follow-up questions.
- Be flexible
- Be polite, but be searching
- Respect the narrator's wishes
- Be an engaged listener

3 RESOURCES

Oral History Association

<http://www.oralhistory.org/>

This professional organization for oral historians provides resources for classroom-based oral history projects.

UCLA Oral History Center

<http://oralhistory.library.ucla.edu/>

Oral history advice, links to other online resources and sample legal agreements.

Southern Oral History Program, University of North Carolina at Chapel Hill

<http://www.sohp.org/howto/index.html>

A useful how-to guide, various interview forms and an excellent oral history bibliography.



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