

Points to consider before beginning an ORAL HISTORY PROJECT

1. What type of interviews - life history or topic-based?
2. What will the time frame be?
3. What ethical guidelines will be followed? (see <Code of Ethical & Technical Practice>)
4. What needs to be included in the recording agreement form? (see sample <agreement form>)
5. How many hours of material will be recorded?
6. How will the overall programme be balanced in terms of interviewees?
7. What training facilities are available for people working on the project?
8. What process will be used – abstract (detailed content summary) or full literal transcript?
9. Who will process the material? (Note that this can take up to three hours for each hour of recorded interview for an abstract, and up to 10 hours for each hour of recorded interview for a transcript)
10. Will photographs be included?

Administration

11. Where will the interviews and documentation be held?
12. How many copies will be made of interviews and documentation?
13. Who will do office administration, correspondence, etc?
14. Who will be able to get access to the material - and how?
15. Who will administer public access?
16. What about transport and accommodation arrangements?
17. What publicity programme will there be?
18. Will time be allocated for training and educational functions?
19. What facilities or arrangements are there for unsolicited material?

Equipment

20. What equipment will be bought, or hired?
21. Where will the equipment be purchased?
22. What equipment maintenance facilities are available?
23. What provision is there for a video component?
24. What office equipment and storage equipment will be necessary?