

BACKUS-PAGE HOUSE MUSEUM & TYRCONNELL HERITAGE SOCIETY- VIRTUAL ORAL HISTORY PROJECT PROCEDURE

EFFECTIVE DATE: NOVEMBER 12, 2021

AUTHORITY: CULTURAL MANAGER

Scope and Objective

To collect oral histories including audio and video to take advantage of modern technology when people aren't creating as many written documents. This is another source for historians.

Goal and Reason for Process

Adhering to this process will maintain consistency throughout the project and ensure that all staff and volunteers record quality audio and visual, take everything with them to the interviews so no one's time is wasted.

In Person Story Gatherer

This may be a friend or family member of the interviewee or may be a THS volunteer.

If local to the museum, some equipment can be lent out.

Digital recorder and charger – make sure it has been fully charged.

Lapel microphone

Interviewee Biographical Profile

Research notes and Interview Data Sheet (can also be emailed or mailed)

Legal Release Forms (can also be emailed or mailed)

Virtual Story Gatherer

This person may be a museum staff person or THS volunteer.

Laptop, Tablet or Computer with high speed internet connection

Sign in and password to Webex

Research notes, Interviewee Biographical Profile, Interview Data Sheet

Legal Release Forms

Pre-Interview

Take 20-30 minutes with the interviewee to fill out the Biographical Profile. Having this information ahead of time will assist the story gatherer in asking questions during the actual interview. Set the date and time for the recorded interview and explain the legal release form.

The Legal Release Form must be signed BEFORE the recorded interview.

How to Set Up the Interviewee

Make sure you have received the signed Legal Release Form.

Choose a quiet area for the interview. Make sure no radios, televisions, or devices are playing and no conversations are going on nearby. This can be distracting and cause unnecessary background noise that drowns out the interviewee's voice.

Turn cell phones off, don't even leave them on vibrate.

If the microphone and digital recorder have been lent out: Ask permission to attach the lapel microphone to the interviewee or if they will clip in on themselves. Plug the microphone into the digital recorder. Do some testing to make sure the volume is adequate. If the interviewee tends to touch the lapel microphone, move it to another place on their shirt.

BACKUS-PAGE HOUSE MUSEUM & TYRCONNELL HERITAGE SOCIETY- VIRTUAL ORAL HISTORY PROJECT PROCEDURE

EFFECTIVE DATE: NOVEMBER 12, 2021

AUTHORITY: CULTURAL MANAGER

The story gatherer and interviewee should sit at a 90 degree angle from each other. The laptop, tablet, or webcam should be set up on the tripod facing the interviewee at face level. The story gatherer should not appear in the frame and should remain silent during the actual interview. They are there as technical support. If they wish to also be interviewed to add to the oral history, please set up another appointment.

Check from time to time that the digital recorder is still recording.

Check from time to time that the Webex meeting is still recording.

If possible, have the story gatherer take a few still shots of the interviewee and any objects or documents referred to during the interview. Email to info@backuspagehosue.ca. Make notes on details of what you take pictures of and include that in the email.

The Interviewer, Story Gatherer and Interviewees need to sign Legal Release Forms. The original goes to Backus-Page House Museum and a copy can be kept by the story gatherer and interviewee.