**Procedures for management of oral history interviews and summaries:**

**At the Interview:**

1. At the interview, the interviewer should obtain:-
	* 1. A signed Copyright Agreement from the interviewee. The completed form should subsequently be scanned by the interviewer
		2. A completed Interview Form.The interview form should subsequently be completed in a digital format by the interviewer.

*Notes:*

* + 1. *The interview form should state clearly the contact details for the interviewee and the interviewer.*
		2. *Any issues relating to the recording should be identified and noted on the Interview form.*
		3. *Following the interview, the list of proper names mentioned in the interview should be written, with the correct spelling, using the table on page 2 of the Interview form.*

c) A photograph or photographs should also be obtained, unless the interviewee states a clear preference for there to be no photograph. If the interviewee states a preference for there to be no photograph, then this should be noted on the Interview form.

*Note. Older photographs need to be requested in advance for the interviewee to bring to the interview and a current photograph (preferably a head and shoulder shot) can be taken at the interview using a digital device, e.g. mobile phone or camera.*

**Following the interview**

1. The interviewer notifies Karl by email that there is a new recording available on a specified recorder.

*Notes:*

* 1. *Emails to Karl should always have ‘SURSA OH’ in the subject line.*
	2. *Digitised photographs, forms and other digital material should be included in the email to Karl, stating clearly the source.*
	3. *The hard copy of the Copyright Agreement and Interview form and any other related hard material should EITHER, be placed in Library Locker 8, along with the completed recording, OR, brought to the next meeting of the group.*
1. Scanned, signed Copyright Agreement forms should be sent to Lindsay, along with a copy of the digitised Interview Form to be placed in the appropriate folders on Sharepoint.
2. Interviewers should report to Lindsay and Angela any issues associated with the recording, whether these be technical or related to content. Angela decides whether issues should be brought back to the committee for discussion. Interviewers should also note at this stage if there are any restricted permissions in the Copyright Agreement.
3. Karl will upload the recording as a WAV file in our Interview folder on Sharepoint after assigning it a unique running number for the University archives. Karl's action will appear in the interview transfer table on Sharepoint.
4. Lindsay will convert the audio recording to an MP3 file so that it is then available for summarising.
5. Lindsay will ‘top and tail’ the audio where necessary and apply any edits notified to him. He will produce a seamless recording so that there are no inappropriate ‘stop-starts’. The MP3 audio files should then be ready for summarising.
6. After Lindsay has processed the file he will notify Moira/Christina and direct them to the completed file and associated forms via a web link.

AT THIS POINT ANY ISSUES RELATING TO THE AUDIO WILL HAVE BEEN RESOLVED AND NO FURTHER MODIFICATIONS NECESSARY

**Summarising**

*Note: The following documents should be available to summarisers in the appropriate folders on*

*Sharepoint:*

* 1. *Copyright Agreement*
	2. *Interview Form; including the list of names included in the recording,*
	3. *Photograph(s)*
	4. *Any other digitized relevant material*

1. Moira will contact the interviewer and ascertain if the interviewer is prepared to do the summary.

*Note. The OH Committee has noted that interviewers should carry out summaries where possible as the most competent person. In some cases the person interviewed may like to do this.*

1. If the interviewer cannot arrange the summary, Moira will request someone else to do the summary.
2. When the summary is completed, it will be proof-read by Moira. N.B. Proofreading should include name-checking.
3. Moira will send the completed summary on the grid template to Lindsay and a free text version to Karl by email.
4. Moira will keep a record of the progress of interviews and summaries to be reported at each committee meeting.
5. The procedures above should be reviewed for further refining after being in use for 6 months.

**CS 9/18¦ LGR 5/23**