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# Storytelling Kit

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## Introduction

“Oral history preserves for future generations a sound portrait of who we are in the present and what we remember about the past.” - Baylor University<sup>1</sup>

Primary sources such as newspapers, diaries, letters, photographs, official documents and census data are commonly used by historians and educators to reconstruct the past. But this approach neglects the personal angle of events, and the perspectives of individuals that don't appear regularly in official documents or the media. Through oral history, we can learn about the thoughts and feelings of people that might not otherwise appear in the historical record, and provide individuals with the opportunity to tell their own story in their own words.

## Who is this kit for?

The kit is designed to be used by staff at libraries and cultural heritage organizations that wish to preserve the story of their community through video or audio oral histories, and contribute them to the Plains to Peaks Collective (PPC) (and by extension the Digital Public Library of America (DPLA)).

## Inside this binder

- Oral History Toolkit
  - Selection & Planning
    - Preparing for the Interview
    - Further Reading on Legal and Ethical Considerations
  - Creation & Digital Capture
    - Conducting the Interview
    - Recommended Standards for Digital Capture

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<sup>1</sup> Baylor University Institute for Oral History (2012). *Understanding oral history: Why do it?* [online] Available at <https://www.baylor.edu/content/services/document.php/66420.pdf> [Accessed 24 July, 2019].

- Further Reading on Digital Capture, Storage, and Oral History
- Catalog
  - Metadata Requirements & Field Description
  - Further reading on Cataloging and Metadata
- Share
- Getting Started: iPad & Kit Contents
- How-To Guides for:
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  - Creating & Transferring Audio Files
- Metadata Worksheet Templates
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- Documentation Templates
  - Oral History Release and Consent Form
  - Oral History Interview Information Form
- Kit contents (on the back cover of binder)
- Feedback Form (on clipboard)

## Feedback

Please help us improve this kit by sharing your comments, experiences, and suggestions. You can contact Kit Support ([kitsupport@coloradovirtuallibrary.org](mailto:kitsupport@coloradovirtuallibrary.org)) at any point along your journey. When you return the kit, please fill out and include the Feedback Form found on the clipboard in the kit.

## Loan period

Staff in Colorado libraries may check out kits directly from the State Library through the CSL AspenCat Catalog at <https://csl.catalog.aspen.cat.info/> for 2 months at a time and may renew if there is not a hold on that kit. The Storytelling Kit is available for loan to in-state, non-library organizations (e.g. museums, archives, etc.), but special arrangements will need to be made for delivery and return. If you are interested in borrowing the kit, but are not a library (and thus not on the statewide courier system) contact Kit Support directly at [KitSupport@coloradovirtuallibrary.org](mailto:KitSupport@coloradovirtuallibrary.org). Kits cannot be reserved for a specific date in the

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future and are not available for loan to out-of-state libraries or cultural heritage institutions at this time.

## Returning the kit

As you prepare to return the kit, verify that it is complete using the Kit Contents checklist on the back cover of this binder. Be sure to include your completed Feedback Form so that we can improve the experience for everyone. We know that materials may get damaged in transit and in the course of routine use. If that happens to you, please contact Kit Support ([kitsupport@coloradovirtuallibrary.org](mailto:kitsupport@coloradovirtuallibrary.org)) and let us know right away!

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# Oral History Toolkit

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## Introduction

Embarking on an oral history project is exciting and daunting. Decisions that are made at the outset of a project will have consequences down the line, and may affect the opportunities that are available to you in the future. There is a wealth of resources on the web that address the creation of oral histories, both audio and video, and we certainly encourage you to explore them. However, if you are new to oral histories, you may find that some online resources are overly complex for your immediate needs; that is why we created this toolkit, to help simplify some of the steps in this process. If you have questions about the content found in this guide, do not hesitate to contact Marisa Wood ([mwood@coloradovirtuallibrary.org](mailto:mwood@coloradovirtuallibrary.org)).

## Oral History Project Steps

An oral history project can be broken down into four steps: Selection & Planning, Creation & Digital Capture, Cataloging, and Sharing. Selection will determine your interview subjects and strategy, based on the focus of your project, as well as the format you intend to produce. During Creation you will conduct and Digitally Capture oral history interviews, then Catalog them using metadata standards aligned with the PPC and Digital Public Library of America (DPLA), and finally, Share your digital collection via a Content Management System.

### 1- Selection & Planning

#### Preparing for the Interview

##### Purpose and Outcomes

Unless you have unlimited time and resources, you can't interview everyone about everything. That is why it is important to define the focus and purpose of your project before you begin conducting interviews. You can always expand your area of inquiry based on what you learn in the course of your project, but having a clear intention from the outset will keep you on track by establishing a scope to stay within, and help you to focus your interview strategy. With an established purpose, you should be able to answer the question, 'Why are you interviewing me?'

## Equipment

The hardware and equipment that you need will depend on what format you plan to produce. The contents of this kit can be used to create either audio or video, and includes:

- iPad for audio or audio-video recording
- iPad stand for video recording
- Lavalier (clip on) microphones with windscreens (foam cover)

Additional things you will need:

- A QUIET LOCATION!!
- Lighting for video production (optional)

## Research and Consent

As you prepare to interview your subjects, keep in mind the ultimate goal of obtaining an oral history - generations from now, what questions will people want to know the answers to? With that in mind:

- Learn what you can about the interviewee
- Obtain biographical material / Google search / Archival and library research, etc.
- Conduct genealogy and family historical research
- Conduct any specialized research related to the individual or the community
- Prepare questions on note cards or a readable device - use chronological order
- Obtain contents / permission forms

## Legal and Ethical Considerations

Oral history recordings can contain massive amounts of personal information. As you embark on your interviews consider whether there are any ethical or legal challenges or implications that you should anticipate, and make sure that your interviewee is giving informed consent to the recording of the interview and signs an appropriate release form.

## Further Reading on Legal and Ethical Considerations

- [Oral History in the Digital Age: Legal Issues](#), Michigan State University, 2017
- [Understanding Copyright](#), DPLA, 2015
- [Rightsstatements.org](#)
  - Webinar. [RightsStatements.org: Why We Need It, What It Is \(and Isn't\) and What Does It Mean? Part 1 and Part 2](#)
  - [Society of American Archivists Guide to Implementing Rights Statements from Rightsstatements.org](#)

## 2 – Creation & Digital Capture

### Conducting the Interview

- **Interviewing Techniques**
  - Remember the interviewee is the focus
  - Do not interrupt during answers. Periods of silence are okay
  - Chronological questions are good, but may deviate with a flow of thought
  - Actively listen and ask follow-up questions
  - Ask broad questions for expanded answers
  - Be open to hearing disturbing or unpleasant content
  - Provide a comfortable setting to discuss sensitive topics and ease into the questions
  - Ask for clarification if needed
- **Question Topics**
  - Early background - childhood remembrances
  - Parents and family / genealogy
  - Neighborhood and community - demographics, experiences
  - Education - friends, favorite teachers, extracurricular activities
  - Teenage years and adulthood
  - Work / Employment
  - Social Life / Relationships
  - Children
  - Church / Politics / Hobbies
  - Effect of social and historical events on interviewee and family
- **State for the recording:**
  - Date
  - Name of interviewer
  - Name of interviewee
  - Location
  - Anything of special note
- **Have the interviewee state his/her/their own name**
  - Verification of his/her/their identity
  - Confirm pronunciation

### Recommended Standards for Digital Capture

When you are ready to begin conducting oral history interviews, you will capture digital files using the equipment contained in this kit, in accordance with the standards given below. Note that the recommendation for a master, or preservation copy, differs from the version of the object that will be routinely accessed by end users.

Adapted from [BCR best practices](#), [FADGI: Creating and Archiving Born Digital Video](#), and [SIA: Recommended Preservation Formats for Electronic Records](#).

VIDEO ORAL HISTORIES			
	Master/Preservation	Access	Thumbnail
<b>File Format</b>	Motion JPEG 2000, MOV, AVI	MPEG-4	
<b>Picture Size</b>	1920x1080		
<b>Frame Rate</b>	24-30 fps (frames per second)		
ORAL HISTORIES			
Record as uncompressed Wav files at a minimum quality setting of 16-bit/44.1KHz.			
	Master/Preservation	Access	
<b>File Format</b>	Wav	MP3	

### Storage and File Management Considerations

- Where will the files reside?
- Will you need to purchase a server or cloud storage?
- Backup/disaster recovery: two copies of all digital files are recommended, one stored off-site.
- Use a consistent file naming convention.
  - For best practices see page 24 of [BCR best practices](#)

### Further Reading on Digital Capture, Storage & Oral History

- [Oral History in the Digital Age](#), Michigan State University, 2017
- [NDSA's Levels of Digital Preservation](#), National Digital Stewardship Alliance, 2018
- [Digital Preservation Handbook](#), Digital Preservation Coalition, 2015

### Additional Software Recommendations

- Indexing and transcription tool, <http://www.oralhistoryonline.org/>
- [Rev.com](#) – transcription, caption, and translation services

### Documentation

- [Examples](#) of Oral History Release Form, Project Participant Form (something that can capture basic biographical info about a person), etc.

### 3 – Catalog

Cataloging is the process of describing the items in your collection using specific fields and standards. The descriptive information you create during the cataloging process is called metadata, and it includes such information as Title, Description, Subject, and Date. The list below contains the fields required or suggested by the Digital Public Library of America.

Field	Field Status	Field Description
Data Provider	Required	The organization or entity that supplies data to DPLA through the PPC. Displayed in DPLA as "Contributing Institution".
Is Shown At (URL)	Required	An unambiguous URL of the digital object in its full information context.
Rights	Required	Required to be a URL from Rightsstatements.org. Example: <a href="http://rightsstatements.org/vocab/InC/1.0/">http://rightsstatements.org/vocab/InC/1.0/</a>
Title	Required	A name given to the resource. Unique, descriptive titles are preferred.
Intermediate Provider	Required when Applicable	In instances where one institution is hosting another institution's content, the hosting institution will be mapped as the intermediate provider and displayed as the "Supporting Institution" and the other will be displayed as the "Contributing Institution."
Preview	Required When Applicable	A URL of the thumbnail image.
Date Created	Strongly Recommended	The date of creation of the <i>original</i> resource.
Description	Strongly Recommended	A free text account of the resource.
Place	Strongly Recommended	A geographic location relevant to the original item.
Subject	Strongly Recommended	The topic of the resource. Recommend using a controlled vocabulary, e.g. Library of Congress Subject Headings.
Type	Strongly Recommended	The nature of the resource. Recommend using the DCMI Type vocabulary.
Creator	Recommended	A person or entity primarily responsible for making the resource.
Collection Title	Recommended	A collection that contains the described resource.

Collection URL	Optional if using Collection Title	The URL of the collection that contains the described resource.
Identifier	Recommended	The local identifier of the described resource.
Language	Recommended	The language of the resource.
Alternate Title	Optional	Any alternative title of the described resource including abbreviation and translation.
Contributor	Optional	An entity responsible for making contributions to the described resource.
Extent	Optional	The size or duration of the original resource.
Format	Optional	The physical medium of described resource.
Publisher	Optional	The publisher of the original resource.
Relation	Optional	A related resource.

### Further Reading on Cataloging and Metadata

- [Using Metadata to Describe Digital Content](#), DPLA, 2015

## 4 – Share

In order to share your oral history collection, you will need to publish them online using a content management system (CMS). Common CMS products are ContentDM, Islandora, PastPerfect Online, and Omeka. Your organization may have its own CMS, or it may have access to a CMS through a consortial group such as Marmot.

The Colorado State Library can help you create and maintain a CMS through the CVL-Collections program. Contact Marisa Wood ([mwood@coloradovirtuallibrary.org](mailto:mwood@coloradovirtuallibrary.org)) if you need assistance getting your digital collection online.

## Oral History How-To: Getting Started with iPad & Kit Contents

### iPad Stand

- To assemble the iPad stand, remove the stand and the tablet clamp holder from the box.
- Place the stand on a stable surface.
- Fit the back of the clamp holder to the gear shape at the top of the stand and turn the locking mechanism clockwise to attach.
- Place the iPad in the clamp holder **horizontally** - note that you may need to spin the clamp holder so that it is oriented **vertically** (see illustration below).



- Hook the bottom (long) edge of the iPad into the clamp holder and press down while using your other hand to raise the top of the clamp holder, until you can slip the top (long) edge of the iPad into the clamp.
- Release the clamp until it is gripping the iPad on the top and bottom edges, horizontally.

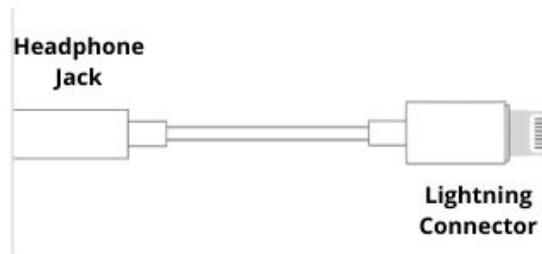
## Basic Device Orientation

Apple devices are designed for simplicity and to be user friendly. If you've used an iPhone or iPad before this should be pretty familiar, but if you haven't, use the diagram below for reference.

### iPad



### Lightning to Headphone Jack Adapter



## Power On the Device

- To power on the device, press the Home button.

*If the iPad will not power on, connect it to a power source using the provided cord.*

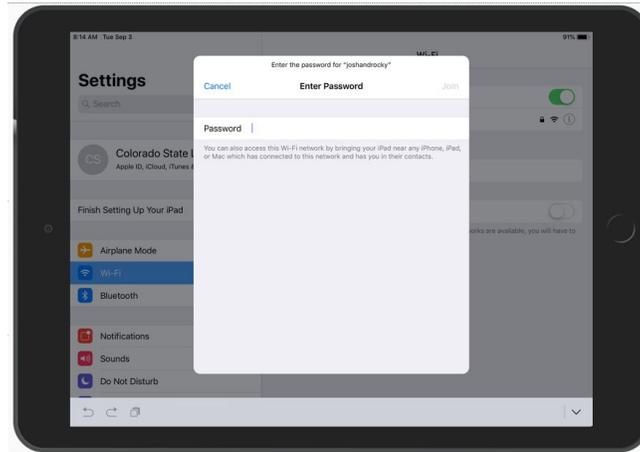
## Connect to Wi-Fi Network

In order to create and transfer files, you will need to be connected to a wi-fi network.

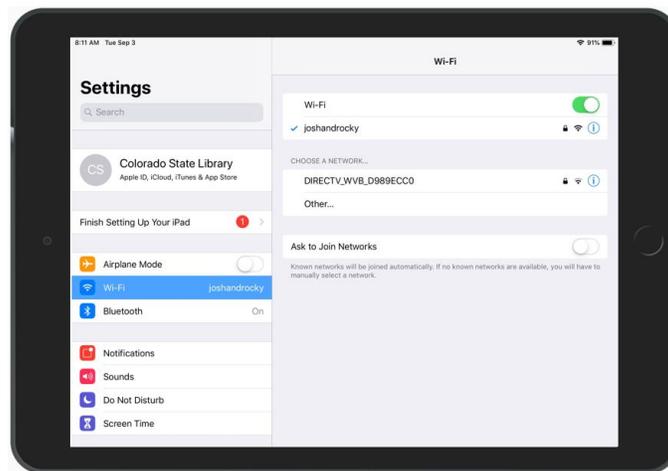
- Tap the Settings icon on the iPad



- Tap Wi-Fi from the menu on the left
- When the network that you would like to connect to appears in the Choose a Network menu, tap it, and enter the password in the Enter Password window, and then tap Join.



- When you have successfully connected, the wi-fi network will appear with a checkmark next to it, under the Wi-Fi toggle.

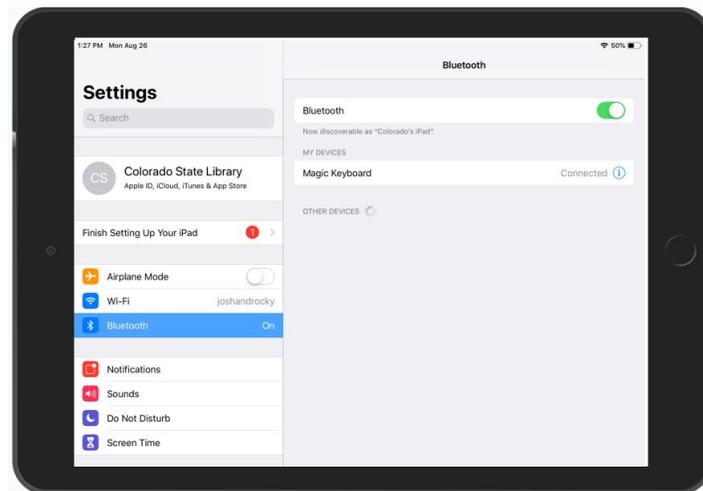


## Magic Keyboard

- Turn on the Magic Keyboard. The power button is on the back edge of the keyboard on the left side.
  - The Magic Keyboard has an internal battery that must be charged. If the keyboard doesn't turn on, use the Lightning-to-USB cable to charge it.
- Tap the Settings icon on the iPad.



- Tap Bluetooth from the menu on the left.
- Make sure the Bluetooth switch is toggled to the On position (button background will be green when Bluetooth is On).
- Tap Magic Keyboard on the My Devices menu to connect. When connection is successful, the Magic Keyboard will show Connected.



## Lavalier Microphone

For better sound quality, the provided lavalier microphone can be used.

- Connect the lavalier microphone to the Headphone Jack of the provided adaptor.
- Connect the adapter to the Lightning Connector port of the iPad.
- To utilize the second microphone, connect it via the jack labeled "MIC".
- To use headphones to monitor the live audio, connect headphones via the jack labeled "SPK."

## Oral History How-To: Creating & Transferring Video Files

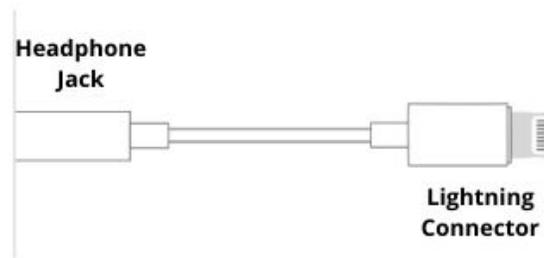
### Basic Device Orientation

Apple devices are designed for simplicity and to be user friendly. If you've used an iPhone or iPad before this should be pretty familiar, but if you haven't, use the diagram below for reference.

#### iPad



#### Lightning to Headphone Jack Adapter



## Power On the Device

- To power on the device, press the Home button.

*If the iPad will not power on, connect it to a power source using the provided cord.*

## Capturing Video

Video can be captured using the Camera application that is native to the kit iPad. By default, the video captured meets the minimum specification for video file preservation.

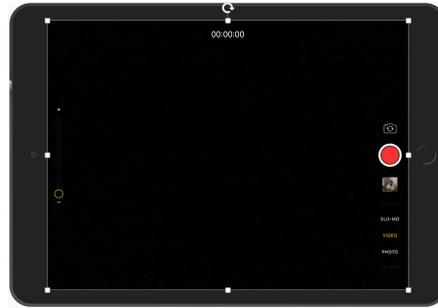
- Tap the Camera App icon
- Using the scrolling menu in the lower right corner, scroll to VIDEO
  - When selected, the text of VIDEO will be yellow



- With the iPad secured in the provided stand, center your subject in the frame, and connect the provided lavalier microphone to the Headphone Jack of the provided adaptor, and connect the adapter to the Lightning Connector port of the iPad, ensuring that the mic with the longer cord can comfortably reach your interviewee while the mic with the shorter cord can reach the interviewer.

## Check the Audio Levels

- We highly recommend that you do a quick test, to ensure that the audio levels are good, before conducting your interview.
  - To begin recording, tap the Record button (large red dot), and have both interviewer and interviewee say a few words.
  - To stop recording, tap the Record button again (red square, while recording).
  - To play the video back, tap the small thumbnail image that appears below the Record button.



- **In order to hear the audio, you will need to disconnect the lavalier microphone from the Lightning Connector port.**
  - To play the video, tap the Play button (▶) in the middle of the screen - use the Volume Buttons on the side of the iPad to adjust the volume.
  - If everything looks and sounds good, reconnect the microphone via the Lightning Connector port and you are ready to go!

## Record Interview

- To begin recording, tap the Record button (large red dot) and begin.
- To stop recording, tap the Record button again (red square, while recording).
  - *Note that there is not a way to pause recording. If you need to stop temporarily, stop the recording, and then start again when you are ready to proceed, just be aware that you will need to transfer all of the files you created once you are done.*

## File Transfer

Congratulations! You've created a video oral history. Now you need to share the file or files that you have created so that they can be stored locally. To facilitate this, the iPad has an application called Dropbox installed on it.

- From the iPad's home screen, tap the **Photos** app icon.
- On the upper right corner, tap the **Select** option.
- Tap to select the video file that you would like to Share (will result in a blue circle with a check mark on the thumb nail image of the video file).
- Tap the Share icon (📎) that appears on the upper left corner of the screen, and then tap the Dropbox app icon.



- In the following dialog:
  - Input message text in the Message box (optional).
  - Tap **Save To:**, and in the following Dropbox dialog, tap the **CSL Storytelling Kit Files** directory, and then tap Choose, which appears on the lower right

- Tap **To:**, and in the dialog, input the email address with which you want to share the file.
  - *Note that this must be an email address that you or someone at your organization has access to, or else you won't be able to retrieve your files.*
- Tap Post when you return to the message dialog.
- Repeat these steps for all files that you want to share.

## Retrieve Files

Once you've shared all the files you need from the iPad, you will need to retrieve them from Dropbox.

- Login to the email account that you shared the files with.
- You should see an email or emails with the subject **Bard Box# shared "IMG\_nnnn.MOV" with you.**
- Open the email, and click **View File** - this will take you to the file on Dropbox.
- From here, click the ellipses menu (...) in the upper right corner, and click the **Download** option.
- Repeat for all files that you shared.

Once you have saved all of your files locally, you can delete them from the iPad if you wish. Note that if you do not delete them, CSL staff will remove them when the Storytelling Kit is returned, and they will not be retrievable, though they will remain available on Dropbox for up to two weeks after the kit is received by CSL.

## Oral History How-To: Creating & Transferring Audio Files

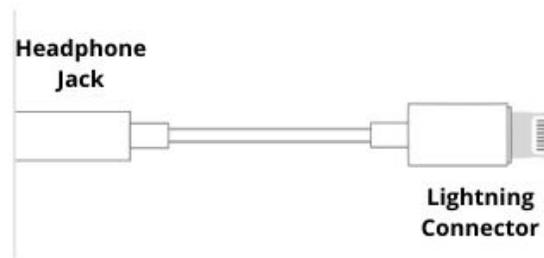
### Basic Device Orientation

Apple devices are designed for simplicity and to be user friendly. If you've used an iPhone or iPad before this should be pretty familiar, but if you haven't, use the diagram below for reference.

#### iPad



#### Lightning to Headphone Jack Adapter



## Power On the Device

- To power on the device, press the Home button.

*If the iPad will not power on, connect it to a power source using the provided cord.*

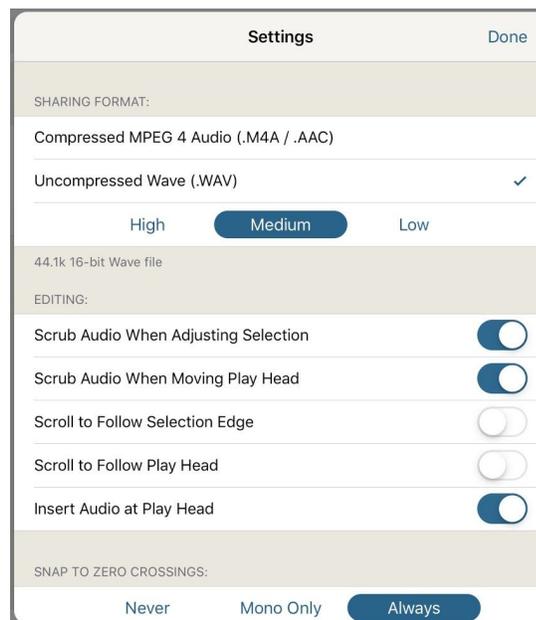
## Capturing Audio

Video can be captured using the **Hokusai 2** app installed on the kit iPad. By default, the audio captured meets the minimum specification for audio file preservation however, you should check the settings to confirm that you are capturing your audio as a .wav file.

- Tap the Hokusai 2 App icon.



- Tap the Tools icon, which will appear on either the upper right or upper left side of the screen (🔧), and select Settings.
- In the Settings menu, select/tap Uncompressed Wave (.WAV), and either High (44.1 Khz, 32-bit Wave file) or Medium (44.1 Khz, 16-bit Wave file) and then tap Done.



- With the iPad secured in the provided stand, connect the provided lavalier microphone to the Headphone Jack of the provided adaptor, and connect the adaptor to the Lightning Connector port of the iPad, ensuring that the mic with the

longer cord can comfortably reach your interviewee while the mic with the shorter cord can reach the interviewer.

## Check the Audio Levels

We highly recommend that you do a quick test, to ensure that the audio levels are good, before conducting your interview.

- First, create a new project by tapping the plus symbol (+) on the upper right corner.
- On the New Project screen tap the Record option.
- In the Record Dialog, tap the microphone icon to begin recording and have both interviewer and interviewee say a few words.
- To stop recording, tap the Pause button, then tap Done to close the recording window.
- To play the audio back, tap the Play button (▶) in the upper right corner screen - use the Volume Buttons on the side of the iPad to adjust the volume.
  - **In order to hear the audio, you will need to disconnect the lavalier microphone from the Lightning Connector port.**
- If everything sounds good, reconnect the microphone via the Lightning Connector port and you are ready to go!

## Record Interview

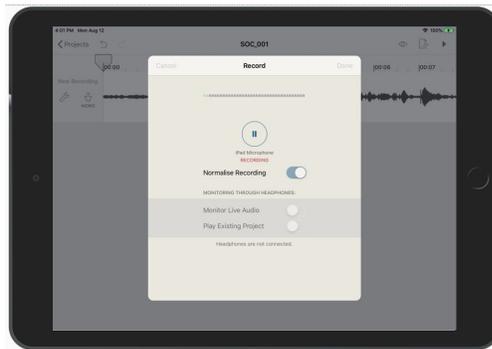
- To begin, create a new project by tapping the plus symbol (+) on the upper right corner.
- On the New Project screen, tap the file name (New Project) to update the file name, and be sure to hit enter to accept the new name.



- Tap the Record option.
- In the Record Dialog, tap the microphone icon to begin recording .



- To pause recording, tap the Pause button; to resume tap the microphone icon.



- To stop recording, tap the Pause button, then tap Done to close the recording window.

## File Transfer

Congratulations! You've created an oral history. Now you need to share the file or files that you have created so that they can be stored locally. To facilitate this, the iPad has an application called Dropbox installed on it.

- From Projects screen, tap to select the audio file that you want to share.
- Tap the Tools icon in the upper right side of the screen (🔑), and then tap the **Share Audio** menu option.
- Tap the Dropbox app icon.



- In the following dialog:
  - Input message text in the Message box (optional).
  - Tap **Save To:**, and in the following Dropbox dialog, tap the **CSL Storytelling Kit Files** directory, and then tap Choose, which appears on the lower right.
  - Tap **To:**, and in the dialog, input the email address with which you want to share the file.
    - *Note that this must be an email address that you or someone at your organization has access to, or else you won't be able to retrieve your files.*



- Tap Post when you return to the message dialog.
- Repeat these steps for all files that you want to share.

## Retrieve Files

Once you've shared all the files you need from the iPad, you will need to retrieve them from Dropbox.

- Login to the email account that you shared the files with.
- You should see an email or emails with the subject **Bard Box# shared "AudioFileName.wav" on Dropbox.**
- Open the email, and click **View File** - this will take you to the file on Dropbox
- From here, click the ellipses menu (...) in the upper right corner, and click the **Download** option.
- Repeat for all files that you shared.

Once you have saved all of your files locally, you can delete them from the iPad if you wish. Note that if you do not delete them, CSL staff will remove them when the Storytelling Kit is returned, and they will not be retrievable, though they will remain available on Dropbox for up to two weeks after the kit is received by CSL.

# Metadata Worksheets

The following worksheets are intended to help your library gather metadata (descriptive information) about the digital objects you create using the tools in this kit, in accordance with the PPC Metadata guidelines. The fields designated as “Required” and “Strongly Suggested” are important for making sure that your collections work correctly in the PPC, and are therefore the focus of the worksheets. You may also want to include the “Optional” fields to make the metadata about your digital collections more robust and to improve searching. What follows may serve as a starting point for the data you gather.

Dublin Core Fields from Required to Optional.

- Title : Required
- Rights : Required
- Date Created : Strongly Recommended
- Subject : Strongly Recommended
- Description : Strongly Recommended
- Spatial Coverage : Strongly Recommended
- Type : Strongly Recommended
- Creator : Recommended
- Language : Recommended
- Is Part of : Recommended
- Identifier : Recommended
- Format : Optional
- Publisher : Optional
- Extent : Optional
- Alternative Title : Optional
- Contributor : Optional
- Relation : Optional

## Required and Recommended Fields

DPLA/PPC Field	Data Provider	Is Shown At (URL)	Rights	Title	Intermediate Provider	Preview	Date Created	Description	Place	Subject	Type
Dublin Core Field or Source	*Partner Provided	**System Generated	dcterms: rights	dcterms: title	*Partner Provided	**System Generated	dcterms: date created	dcterms: description	dcterms: spatial	scterms: subject	dcterms: type
Required					Required when Applicable		Strongly Recommended				

\* Partner Provided: This is a constant data element that is provided by the partner, and appended to each record as part of the data harvesting process.

\*\* System Generated: This data element is system generated, meaning it is created by the Content Management System when an object is added - the field in which this data is output may vary. It will be identified and mapped accordingly as part of the data harvesting process.

## Omeka CSV Import

Omeka will automatically map elements based on their column names, provided that the column names are formatted as follows: {ElementSetName}:{ElementName} - see below for examples.

Dublin Core: Rights	Dublin Core: Title	Dublin Core: Creation Date	Dublin Core: Description	Dublin Core: Spatial Coverage	Dublin Core: Subject	Dublin Core: Type	Dublin Core: Format
E.g. <a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	E.g. Hvar Cathedral Ticket	E.g. 2018	E.g. One ticket for entry to the St. Stephen Cathedral in Hvar (Croatia).	E.g. Hvar (Croatia)	E.g. Cathedrals	E.g. Image	E.g. image/jpeg
<a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	Southwest Airlines Drink Coupons	2019	Four Southwest Airlines Drink Coupons expiring May 31 2019	United State of America	Southwest Airlines Co.	Image	image/jpeg
<a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	Split Taxi Card	2018	Taxi 61 of Split and Rino (Croatia) Business Card	Split (Croatia)	Taxicabs	Image	image/jpeg

## Generic CSV Import

For import into a system other than Omeka, or if you want to manually map the fields during the import process, you can use simplified column headers.

<b>dcterms:rights</b>	<b>dcterms:title</b>	<b>Dcterms:date created</b>	<b>dcterms:description</b>	<b>dcterms:spatial</b>	<b>dcterms:subject</b>	<b>dcterms:type</b>	<b>dcterms:format</b>
E.g. <a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	E.g. Hvar Cathedral Ticket	E.g. 2018	E.g. One ticket for entry to the St. Stephen Cathedral in Hvar (Croatia).	E.g. Hvar (Croatia)	E.g. Cathedrals	E.g. Image	E.g. image/jpeg
<a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	Southwest Airlines Drink Coupons	2019	Four Southwest Airlines Drink Coupons expiring May 31 2019	United State of America	Southwest Airlines Co.	Image	image/jpeg
<a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a>	Split Taxi Card	2018	Taxi 61 of Split and Rino (Croatia) Business Card	Split (Croatia)	Taxicabs	Image	image/jpeg

## Template: Oral History Consent and Release Form

**[INSTITUTION]** Oral History Project

### CONSENT AND RELEASE FORM

Date of Interview: \_\_\_\_\_

Location of Interview: \_\_\_\_\_

Full Name of Interviewee: \_\_\_\_\_

Address of Interviewee: \_\_\_\_\_

Full Name of Interviewer: \_\_\_\_\_

I hereby give and grant to the above mentioned institution my voluntary recorded oral history and the resulting translation and/or transcription and/or images as a donation for such scholarly and educational purposes as the institution shall determine. Transfers of this interview may be made to future technological mediums and made available online. Any copyright of this material will be solely owned by the above mentioned institution. I understand that researchers may access these materials via the above mentioned institution or the internet, and that copies of transcripts or summaries may be made.

Signature of Interviewer: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

Signature of Interviewee: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

## Template: Oral History Information Form

**[INSTITUTION]** Oral History Project

### INTERVIEW INFORMATION FORM

Date of Interview: \_\_\_\_\_ Full Name of Interviewer: \_\_\_\_\_

#### Interviewee Information

Full Name: \_\_\_\_\_

Nickname, if any: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Cultural background: \_\_\_\_\_

How many years living in this community? \_\_\_\_\_

Where else lived? \_\_\_\_\_

Spouse and children names (if any)? \_\_\_\_\_

Occupation: \_\_\_\_\_

Skills & Activities: \_\_\_\_\_

Education: \_\_\_\_\_

Hobbies & Interests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Other information:

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