

**SAMPLE NARRATOR DEED OF GIFT FORM WITH COPYRIGHT LANGUAGE
(ALSO CALLED DONOR FORM OR LEGAL RELEASE FORM)**

Note: Sign this form at the end of every interview, even if another interview with the narrator is planned.

I, _____ (name of narrator), hereby give to the
_____ (repository) as a donation this interview recorded on
_____ (date). With this gift, I hereby transfer to the
_____ (repository) legal title and all literary rights to the interview,
including copyright.

I understand the _____ (repository) may make the interview available for research
and use as it may determine, but it may not be broadcast, cablecast, or electronically published for commercial
purposes without my written consent. Beyond this, my consent for use has:

_____ no restrictions
_____ restrictions as specified here:

Narrator _____
(signature)

Address _____

City, State, Zip _____

Date _____

Transcript reviewed and accepted by narrator .

(signature)

(date)

SAMPLE BIOGRAPHICAL INFORMATION FORM

Note: A biographical information form keeps track of interviews when they are made and provides narrator background information for future users.

Name _____

Address (home) _____

Address (work) _____

Telephone (home) _____ Telephone (work) _____ E-mail _____

Birth Date and Year _____

Birth Place _____

Occupation _____

Spouse or Closest Living Relative _____

Maiden Name (if applicable) _____

Biographical Information (include information applicable to the interview):

Form filled out by _____

Date _____

SAMPLE INTERVIEW INFORMATION FORM

Note: This form is the first processing step.

_____ (project name)

Narrator Name (as the name appears on the Biographical Information Form)

Address _____

Interviewer Name _____

Address _____

Date and Place of Interview _____

Recording Format (check all that apply):

Video: VHS__ DVD__ Other (specify) _____

Audio: Cassette__ Digital (specify) _____

Length of Interview _____

(hrs) Master file location _____

Transferred to Electronic Storage _____

(Master Server/Transfer Date)

____ External Hard Drive

____ DVD

____ CD

____ Other (specify) (check all that apply)

Oral History Donor Form Signed _____

(date)

Unrestricted _____

Restricted _____

Transcript _____

(date)

Reviewed by Narrator _____

(date)

Interview Abstract

Form filled out by _____

Date _____

SAMPLE POTENTIAL NARRATOR FORM

Note: This form helps keep track of additional potential narrator names as they come up.

_____ (project name)

Name _____

Address _____

Telephone(home) _____ Telephone(work) _____

E-mail _____ Fax _____

Preliminary Narrator Background Information (Describe why this person was suggested as a narrator and what types of information he or she has about the oral history project topics):

Form filled out by _____

Date _____

SAMPLE PHOTOGRAPH INVENTORY FORM

Note: Narrators sometimes offer photographs for copying or donation as part of the interview process. If that happens, put any photographs you are given for copying or donation in envelopes, *one photograph per envelope*, number the outside of the envelope, and use this form to keep an inventory. Match the numbers on the envelopes to the list below and turn in all photographs in their numbered envelopes, along with this completed form, to the project director immediately after the interview. Give the narrator a completed copy of the photograph inventory form.

Narrator Name (as it appears on the Biographical Information Form)

Address _____

Other Contact Information _____

Photograph #1
Place depicted _____

People in photograph (l to r) _____

Approximate date of photograph _____

Description of photograph _____

_____ Loan _____ Donate, date

Photograph #2

Place depicted _____

People in photograph (l to r) _____

Approximate date of photograph _____

Description of photograph _____

_____ Loan _____ Donate, date _____

Photograph #3

Place depicted _____

People in photograph (l to r) _____

Approximate date of photograph _____

Description of photograph _____

_____ Loan _____ Donate, date _____

Continue for each photograph, numbering in order to match the number on the outside of each envelope.

Form filled out by _____

Date _____

SAMPLE ARTIFACT INVENTORY FORM

Note: If the narrator offers artifacts (three-dimensional objects) pertinent to the project, take information about each. Photograph each object and number the photos to match the objects. Turn in all information, along with this completed form, to the project director immediately after the interview. Give the narrator a copy of the completed artifact inventory form.

Narrator Name (as it appears on the Biographical Information Form)

Address

Other Contact Information

Artifact #1

Approximate date

Description (include approximate size, color, composition)

Loan

Donate, date

Artifact #2

Approximate date

Description (include approximate size, color, composition)

Loan

Donate, date

Artifact #3

Approximate date _____

Description (include approximate size, color, composition)

_____ Loan _____ Donate, date _____

Continue for each object.

Form filled out by _____

Date _____

SAMPLE CORRESPONDENCE: INITIAL CONTACT LETTER

Date _____

Dear _____ (narrator)

I am writing to you on behalf of the _____ oral history project. Through this project, we hope to collect information about _____ (project purpose).

We would like to talk to you about being a part of this project. All interview information will be kept at the _____ (repository).

One of our project members will call on you soon to talk about this with you and to ask your permission to be interviewed.

Thank you.

Sincerely yours,

Project Coordinator
_____ Oral History Project

SAMPLE CORRESPONDENCE: INTERVIEW CONFIRMATION LETTER

Date _____

Dear _____ (Narrator)

Thank you for agreeing to be interviewed for the _____ oral history project. I (we) will come to interview you on _____ (date) at _____ (time and place).

During the interview, we will talk about:

List topics to be covered, such as:

- Your background
- Your memories of how you first heard about (topic)
- Your memories of getting started with (topic)
- Your memories of highlights involving (topic)
- Your memories of difficulties involving (topic)
- Your final thoughts and assessment of (topic)

As part of the interview, I will ask you to give your interview to the _____ (repository). A copy of the interview will be given to you and your family.

Thank you.

Sincerely yours,

Interviewer

_____ Oral History Project

SAMPLE CORRESPONDENCE: THANK YOU LETTER

Date _____

Dear _____ (narrator)

Thank you for your oral history interview for the _____ oral history project on _____ (date). The information you gave in your interview was very helpful and will be kept at the _____ (repository).

A copy of the interview has been made for you and your family. I am delivering it with this letter.

Thank you again for your time and your information.

Sincerely yours,

Interviewer

_____ Oral History Project