



Digital Project – Recording Oral Histories

Interviewee Name	
Interview Location	
Interview Date	
Interviewer Name	
Project Description	
Recording Number	

Historic Chapels Trust – Recording Oral Histories

Dear Volunteers,

This document contains the pro forma paperwork that you will need for Recording Oral Histories.

Feel free to print off as many of each sheet as you need. Please use 'Save As' to save this document with a new name before editing it!

Remember that you will need *two* Recording Agreements for the interviewee to sign. They should retain one signed copy and you should retain the other. You should also take an extra Project Information printout with you so that the interviewee can see it again if they wish. It's likely that one Synopsis sheet won't be enough, so print several of those too.

If you have any questions about the Recording Oral Histories activities then please do get in touch with Viv Cooling (HCT Digital PM) at vcooling@theccct.org.uk or Mike Cooling (Digital Heritage Consultant to the project) at mike@frithheritage.org

“Oral history allows people whose voices might not otherwise be heard to share their experiences”

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Participant Information Sheet

You are being invited to take part in an Oral History Interview as part of our Local History project.

As volunteers for a chapel owned by the Historic Chapels Trust we are supported by a group of stakeholders including The Churches Conservation Trust and the National Heritage Lottery Fund.

A key part of our project is the creation of a spoken history archive that will preserve and make publicly accessible the stories and memorabilia contributed by participants. Before you decide, it is important for you to understand why the work is being undertaken and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish.

Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

Who will conduct the research?

The research is being conducted by community volunteers. All HCT Digital 2021 project activities are overseen by Vivienne Cooling, Project Manager for the Historic Chapels Trust.

What is the purpose of the research?

We want to enhance the historical recording of our chapel by making permanent recordings of people's voices and memories

Why have I been invited?

We're keen to record the memories of people who have known the area or the chapel for many years.

What would I be asked to do if I took part?

If you decide to take part you will be invited to take part in an interview which will last between 1 and 2 hours and be audio-recorded. The interview is an opportunity for you to share your stories and memories. The interview is very flexible and you are free to discuss what seem to you to be the most important issues. With your permission, your recorded interview will become part of a digital archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and internet. The interviewer may also ask your permission to take your photograph. If you agree then the photograph will also become part of the digital archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and the internet.

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What happens to the collected data?

With your permission, your recorded interview will become part of the archive where it will be preserved as a permanent resource for use in research, publications, education, lectures, broadcasting and the internet.

Once the interview is recorded a secure backup will be made and the interview will be summarised and reviewed to ensure compliance with GDPR requirements. It will then be uploaded to the archive.

The intention is that all information that has been contributed by participants will be archived as a permanent record of the project. All future use of your contributions will adhere to the same access and privacy conditions that you select now.

Your personal data

We are collecting and storing this personal information in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate to protect your personal information. The legal basis upon which we are using your personal information is “*public interest task*” and “*for research purposes*” if sensitive information is collected.

What happens if I do not want to take part or if I change my mind?

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep and be asked to sign a Recording Agreement after the interview. If you decide to take part you are still free to withdraw from the interview at any time without giving a reason and without detriment to yourself.

What is the duration of the interview?

The interview will last for between 1 and 2 hours. If you get tired during the process you can ask to stop and take a break, continue on another date or terminate the interview completely.

Who can I contact if I have any questions?

You can contact the local volunteer team who are undertaking the research, or Vivienne Cooling (HCT Digital Project Manager) at vcooling@theccct.org.uk.

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Preparation and Archiving - Checklist

Preparing Interview Space

- Interviewee contacted and meeting time/location agreed
- Recording space is private, accessible and has appropriate facilities and furnishings
- Recording space is free of noise and interruption
- Interviewee's communication needs have been accommodated (e.g. interpreter, signer)
- Recording space has appropriate furniture

Preparing Equipment and Resources

- Props are prepared, e.g. photographs, recordings, artefacts
- Audio recorder batteries (and spares!) are fully charged
- Recorder memory card has been cleared, or there is enough space for your new recording
- Your note pack contains a **numbered** list of possible interview questions
- Your note pack contains Synopsis, Notes and Summary of Themes sheets
- Your note pack contains **2 x Recording Agreements** with your own details completed on both
- All documents in your note pack have the same Recording Number written on them

Post-Interview

- Recording Agreements have been signed and the interviewee has retained a copy
- Interviewer's contact details have been given to the interviewee
- Summary of Themes has been completed
- Synopsis has been completed
- Post-interview notes have been completed as necessary
- Paper records and notes have been digitised if required
- Recording has been backed up
- Edits have been made to recordings as required (*e.g. trim ends, remove long spaces*)
- Recording, Recording Agreement, Synopsis and notes have been uploaded to archive

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Oral History Recording Agreement

Recordings of oral histories are integral to the Historic Chapels Trust's Digital 2021 project which aims to preserve the memories of its chapel communities. Your recorded interview will become part of the collection curated and cared for by the HCT's communities where it will be preserved as a permanent public reference resource for use in research, publication, education, lectures, broadcasting and the internet. The purpose of this Agreement is to ensure that your contribution is added to publicly-available collections in strict accordance with your wishes.

Recording Organisation	
Organisation Address	

This Agreement is made between the organisation making the recording and ("the organisation") and you ("the Interviewee", "I"):

Your Name	
Your Address	
Recording Date	

Declaration: I, the Interviewee confirm that I consented to take part in the recording and hereby assign to the Library all copyright in my contribution for use in all and any media. I understand that this will not affect my moral right to be identified as the 'performer' in accordance with the Copyright, Design and Patents Act 1988. If you do not wish to assign your copyright to the HCT, or you wish to limit public access to your contribution for a period of years, please state these conditions here:

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This Agreement will be governed by and construed in accordance with English law and the jurisdiction of the English courts. Both parties shall, by signing below, indicate acceptance of the Agreement. By or on behalf of the Interviewee:

Signature		Date	
Name in Block Capitals			

On behalf of the **organisation**:

Signature		Date	
Name in Block Capitals			

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Summary of Themes

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Notes

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