

Name: _____ Date: _____

Oral History Interview Questions Worksheet

Oral history is an interview that records a person's recollection of experiences, thoughts, and feelings about a specific event or a period of time. By showing how national or international events affected the lives of individuals, oral history adds a personal dimension to the study of the past.

Collecting oral history interviews is a way preserve generations of history for others to learn and enjoy. Members of your community can surprise you with a wealth of information and insights into major events of our Town. These guidelines will help you organize an oral history interview.

Preparation

First choose your subject. Whom would you like to interview? Consider the following points:

- What historical information could be obtained from this person?
- Would this person be willing to participate?

Planning the Interview

- Write an introduction to your interview. Introduce yourself if necessary and include an explanation of this project and its purpose.

- Gather the following basic information from the interviewee:

Conducting the Interview

- Make an appointment with your subject and be on time.
- Explain to your subject that you will be using the information for a Town project.
- If you record the interview, be sure your subject agrees to it.
- Bring along your notes/list to help you guide the interview. Your subject may wander off with an interesting story. Continue with it as long as it adds to your purpose of the project. If it does not, politely return to your list of questions.
- When your interview is finished, Be sure to write your subject a thank-you letter.

INTERVIEW RELEASE FORM

Project name:

Town of New Castle Historic Preservation Commission
Record of Oral History

Date: _____

Interviewer:

Name of person(s) interviewed:

Address:

Telephone number: _____

Date of birth: _____

By signing the form below, you give your permission for any recordings and/or photographs made during this project to be used by researchers and the public for educational purposes including publications, exhibitions, World Wide Web, and presentations.

By giving your permission, you do not give up any copyright or performance rights that you may hold.

I agree to the uses of these materials described above, except for any restrictions, noted below.

Name (please print):

Signature:

Date: _____