

Check List for Materials to be Accessioned into *Center for Oral and Public History Archives*:

_____ **Completed IRB (Institutional Review Board) Consent Form**

_____ **Completed Narrator Agreement Form**

_____ **Completed Interviewer Agreement Form**

Please do not turn in ANY materials unless accompanied by completed narrator/interviewer agreement forms. They will not be accepted without them.

Without permission of the narrator and interviewer, the material cannot be made available to researchers. Please remember to complete the form as best as possible, including addresses and phone numbers for both narrator and interviewer. It can take years for the final edit to be completed and we need contact information as accurate as possible in order to contact the narrator for final approval.

_____ **TWO individual copies of Audio Recordings on CD**

_____ **Narrator/Interviewer Fact Sheet**

_____ **Field Notes (Paper and Electronic copies)**

Use sample provided as example.

_____ **Tape Log (Paper and Electronic copies)**

Use sample provided as example.

_____ **Ephemeral Material/Photographs**

Include any additional documents or photographs that pertain to the subject matter that might be helpful to a future researcher. For example, an oral history conducted with a WWII veteran pilot might include induction papers, certificate from parachute school, photographs of pilot, planes flown, and squadron reunions. They provide additional context to the oral history. Please make sure the photo is LABELED (on additional page) with description of photograph, i.e., date, names of persons, place, circumstances in which photo was taken.

_____ **Photograph/Ephemera Description** (see sample for format)

_____ **Transcript (if requested by instructor) Hard copy**

Transcripts should be typed according to instructions provided at training session. Please do not use staples, three-hole punch, binding of any type, or plastic sleeves. Transcripts can be placed in file folder held together with a rubber band or the use of a large binder clip is acceptable until accessioned.

_____ **CD – Electronic Documents (Field Notes, Tape Log, Transcripts, Photo Descriptions, Images)**

Refer to CD labeling instructions. Do NOT use adhesive label on CD itself. Please include a list of documents contained on CD.

_____ **Interviewer's Paper and/or Journal (if requested by instructor)**

If you have been asked to submit your final paper and/or journal, please follow binding guidelines for transcripts.

NO: Staples, Paper Clips, Bindings (including spiral, comb, wire, tape, or velo), plastic sleeves (for individual pages of transcripts), or three-hole punch/folders.

_____ **Signed Receipt for Donation of Gift Form (if submitting research paper and/or journal or materials from narrator)**

This is to be signed and completed by the interviewer when donating supplementary items associated with oral histories, i.e., journals, research papers, etc. In addition, a separate Deed of Gift is required for materials donated by the narrator that is not previously defined by Agreement Form.

_____ **Recorder/Transcriber/Headphones, Etc.**

All equipment borrowed from the *Center for Oral & Public History* must be returned before grade is assigned.