

**CALIFORNIA STATE UNIVERSITY, FULLERTON
CENTER FOR ORAL AND PUBLIC HISTORY**

Labeling Instructions for Cassettes

The cassette case insert (sleeve) and both sides of the cassette are to be labeled as described below.

General Instructions:

- 1) Please print **CLEARLY**
- 2) Narrator name in upper case letters
- 3) Interviewer name in upper and lower case letters
- 4) Last name, first name
- 5) Use numerals for date. (10/3/2004, not Oct. 3, 2004): lower center of label
- 6) If only one tape, then write 1 of 1. If more than one, list in series, e.g., 1 of 3, 2 of 3, 3 of 3.
- 7) Indicate **COPY** on label of all copies. Not to be confused with original tape.

Example Narrator: George Washington
 Interviewer: Mary Smith
 Date: October 3, 2004
 No. of tapes: 2

WASHINGTON, GEORGE Smith, Mary 10/3/2004 1 of 2

