



## Oral History Packet

In this packet you will find the following:

- \_\_\_\_\_ Two (2) 60 or 90 minute audio cassettes (one for original oral history, one to make copy)
- \_\_\_\_\_ One (1) Mitsui Gold compact disk
- \_\_\_\_\_ Interview Steps
- \_\_\_\_\_ Oral History Interview Check List
- \_\_\_\_\_ IRB (Institutional Review Board) Consent
- \_\_\_\_\_ Narrator-Interviewer Agreement Form
- \_\_\_\_\_ Narrator-Interviewer Fact Sheet
- \_\_\_\_\_ Hints for Creating Usable Field Notes and Tape Logs
- \_\_\_\_\_ Field Notes (sample)
- \_\_\_\_\_ Tape Log (sample)
- \_\_\_\_\_ Cassette Labeling Instructions
- \_\_\_\_\_ Instructions for preparing compact disk
- \_\_\_\_\_ *Materials to be Accessioned into COPH Checklist*
- \_\_\_\_\_ Manila Envelope for return of material (do not throw out!)