

STEP 1: PROJECT STATEMENT

Create a clear project statement with the goal of the interviews listed for people to review. State the topics that the project will focus on and identify the interviewees that can speak on the topics identified. Check if your community would like to also provide copies of the Project to Waterford City and County Council to allow public access through the Library and Archives Services and to allow for preservation in Waterford City and County Archives.

STEP 2: IDENTIFICATION OF AN INTERVIEWEE

Sometimes a person may have already been interviewed on as part of another Oral History Project and may have already spoken at length on the topic/s. Therefore, after identifying a potential interviewee(s) in your area email

culture@waterfordcouncil.ie with *Name, short summary: (Farmer, businesswomen, musician, historian), Location, areas of interest and contact details* to check if the person has already been interviewed on the topic/s. The staff at Waterford City and County Council will be able to check if there is already an interview available to researchers through the Library or Archives Services.

- ✓ Clearly explain the Consent Form process from the first contact (See step 3)
- ✓ Be clear the recording will be made available to the Diverse Waterford Oral History Project and not just an interview and, as a result, will be made available through the Library and Archives Services to researchers and the interview will be preserved permanently as part of the City and County Archives collection.

STEP 3: CHECKLIST FOR THE INTERVIEW

- ✓ Digital Recorder/ Back up batteries/Fieldwork Journal (Hardback A4) & Pen
- ✓ Collector Folder (Consent Form, Interview Report Sheet, Interview Notes in Hardback A4)
- ✓ Recording equipment can be booked with Waterford City and County Council contact culture@waterfordcouncil.ie

STEP 4: CONDUCTING THE INTERVIEW (Key Considerations)

Research and Preparation: Think **Person - Place - Life** and note the following

1. What you know about the person, where from, background, interests etc.
2. What you know of the interviewee's background and interests
3. What events at local, national and international level his/her career paralleled
4. Contact the interviewee, if possible and ask about places of residence and general life story

Ethics: Follow consent process - Ensure they know what the project is about, where it will end up, introduce the project at start of recording and obtain written consent form at end.

Noise: Make sure the interview space is as controlled as possible, eliminate background noise, TV, Radio (even in next room), potential interruptions, turn off phone etc.

Interview Skills: Follow your planned 'Line of Enquiry' but allow for deviation on occasion. I.e. You are on the main road but can go down side roads as long as you get back.

At the start of each interview, once you've started the recorder, clearly state:

- ✓ The date and location (NOT ADDRESS) of the interview
- ✓ The name of the interviewee
- ✓ Your own name and relation, if any, to the interviewee (Name others in the room if any)
- ✓ That the interview is being recorded for Your Community Project and will be saved as part of the Diverse Waterford Oral History Project
- ✓ Follow above with further interviews with same person but note the 2nd or 3rd interview etc.
- ✓ Photograph the interviewee (if they agree) and items related to the interview

STEP 5: AFTER THE INTERVIEW

- ✓ Immediately after the interview, complete your Interview Report Sheet (One-page hardcopy)
- ✓ Return the digital recorder (if borrowed) to Waterford City and County Libraries at the next opportunity
- ✓ Complete your softcopy Interview Abstract as soon as possible after the interview (Training will be provided on this for those who need it)
- ✓ Deposit your recording with associated signed consent form with Waterford City and County Council
- ✓ Return the completed abstract form and pictures to culture@waterfordcouncil.ie