Advanced to Intermediate Oral History Workshop

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Workshop Outline

- Introduction
- Oral History in Native-Led Programs
- Collections Development
- Using Equipment
- Interview Techniques
- Non-Traditional Interviews
- Break

- Collections Management
- Caring for Media
- Media Products
- Digitization
- PastPerfect
- Audacity
- Hands-on Centers
  - Audio Editing
  - PastPerfect
  - Cassette Digitization
  - Advanced Microphone set-up

Native-Led Programs

- Content
  - Various areas covered
- Storage
  - Traditional Precautions and facilities
- Accessibility
  - Researchers v. Tribal Members
  - Grant Problems
- Publication
  - Who can publish what?

Collections Development

- Focus Groups or Community Meetings
- Elders/Seniors
- Institutional Needs
- Project Lists
  - How to approach projects
  - Deadlines

Using Equipment

- Sampling Rates and Recording settings
- Phone Technology
- Marantz
  - Setting Up
  - Flash card Recording
- Handheld Device
  - Setting Up
  - Retrieving Data
- Video camera
  - Setting Up
  - Digitizing/Retrieving Data

The Interview

- Scheduling Interviews
- Location
- What to bring the narrator
  - Memory Aids
- Starting an interview
- Importance of Interview
- Research or Documentary?
- To transcribe or not to?
- Indexing
- Thank-You Packages
  - What is appropriate

Non-Traditional "Interviews" and Perpetuating Oral History

- Demonstration Videos
- Group Interviews
- Site visits
- Group storytelling events
- Traditional Arts
- Using Oral Histories in Tribal Schools
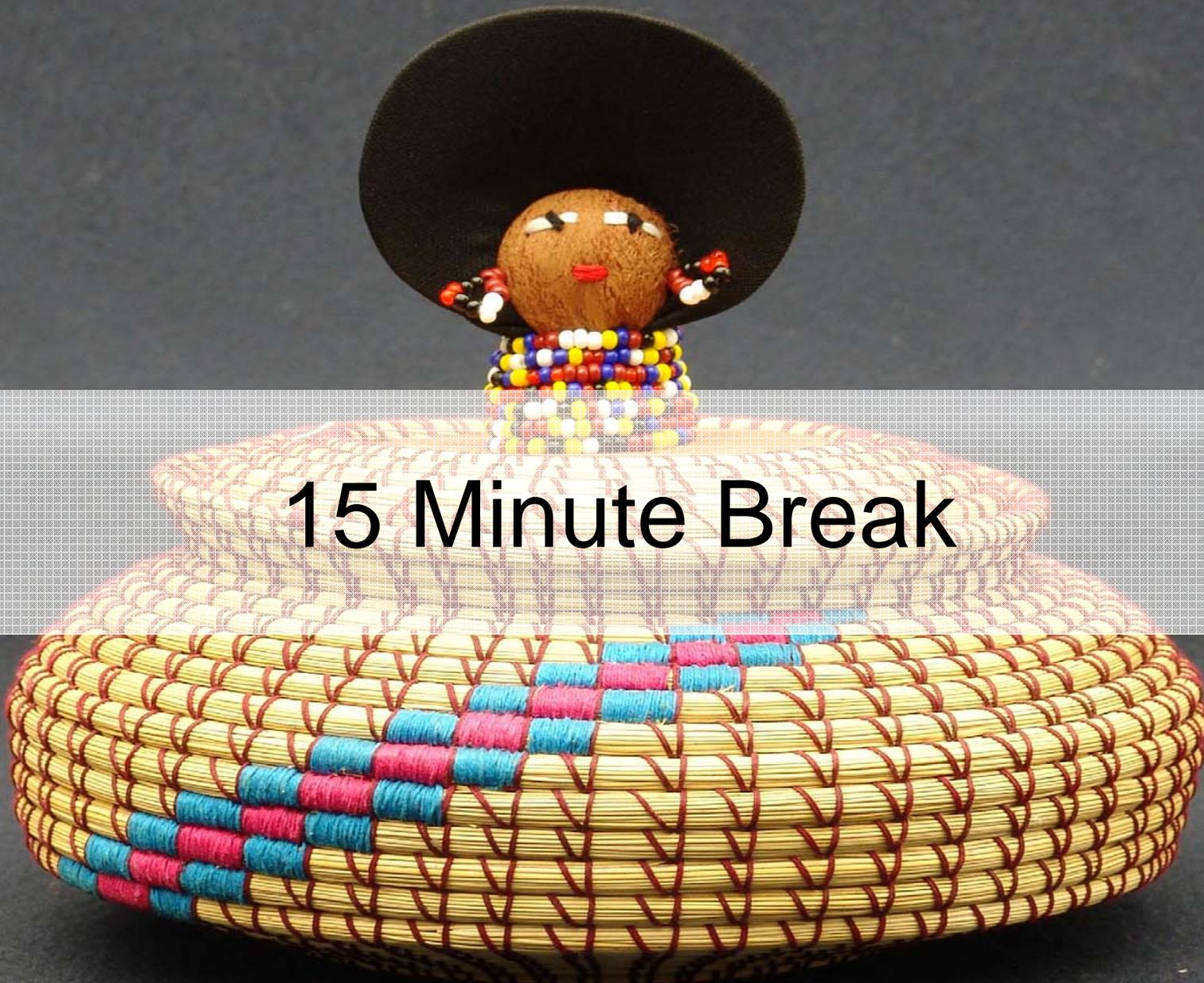
15 Minute Break

Collections Management

- Organization
- Accession Files
- Cataloguing
- AAM Writing a Collections Management Policy
- Collection Mgmt Policy.doc
- AAM Best Practices and Standards
- NPS Laws and Regulations
- OHA Guidelines

Caring for your Media

- Light, Climate, Humidity
  - Relative Humidity (RH)
  - No, little light
- Boxes
  - Acid-Free
  - Built for what you need it for
- Magnetic Tape
  - 15-50% RH
  - 46-74 Degrees
  - 10-30 Year Lifespan
  - Magnetic Fields
  - Polyethylene/polypropylene/polystrene Cases
  - Store vertically

Caring for your Media

- CDs/DVDs
  - Optical Media 50-75 Degrees
  - 5-50 Year Lifespan
  - Polyethylene/polypropylene/ polystrene Cases
  - Stored Vertically
  - NO adhesives on your media, even acid-free!!!
- Paper Items
  - Document Boxes
- Digital Files
  - Back-up
  - File Corruption
  - Obsolete
  - Conversions

Media Products
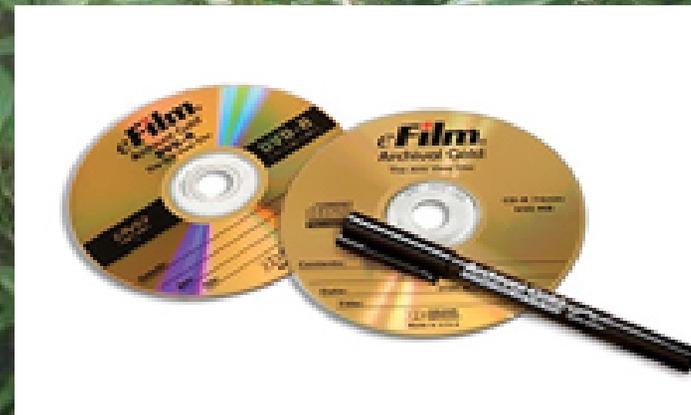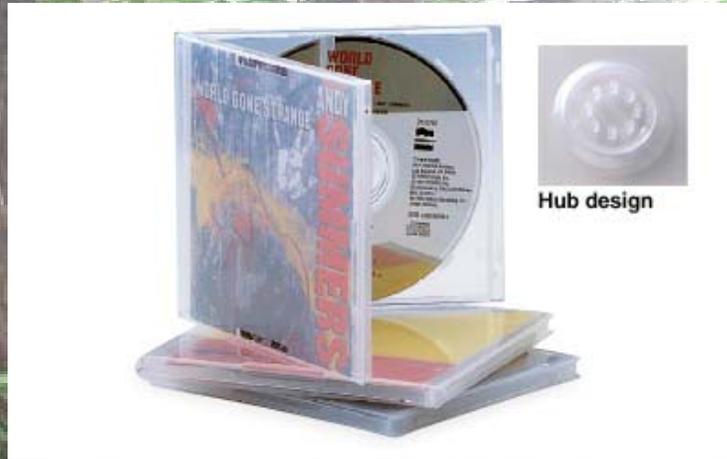
Digitization

- Everything can be digitized now
- Internal v. external
  - Privacy issues
  - Companies
  - Time
  - Cost
- Methods
  - Media to PC
  - Media→Conversion item→digital file
- File Formats
  - .MP3 v. .WAV
  - .AVI v. MPEG4
  - .JPEG v. .TIFF

Adding Interviews to PastPerfect

- [Adding Interviews to PastPerfect](#)
- [PastPerfect Evaluation, Free Download](#)
- Amelia Island Museum of History
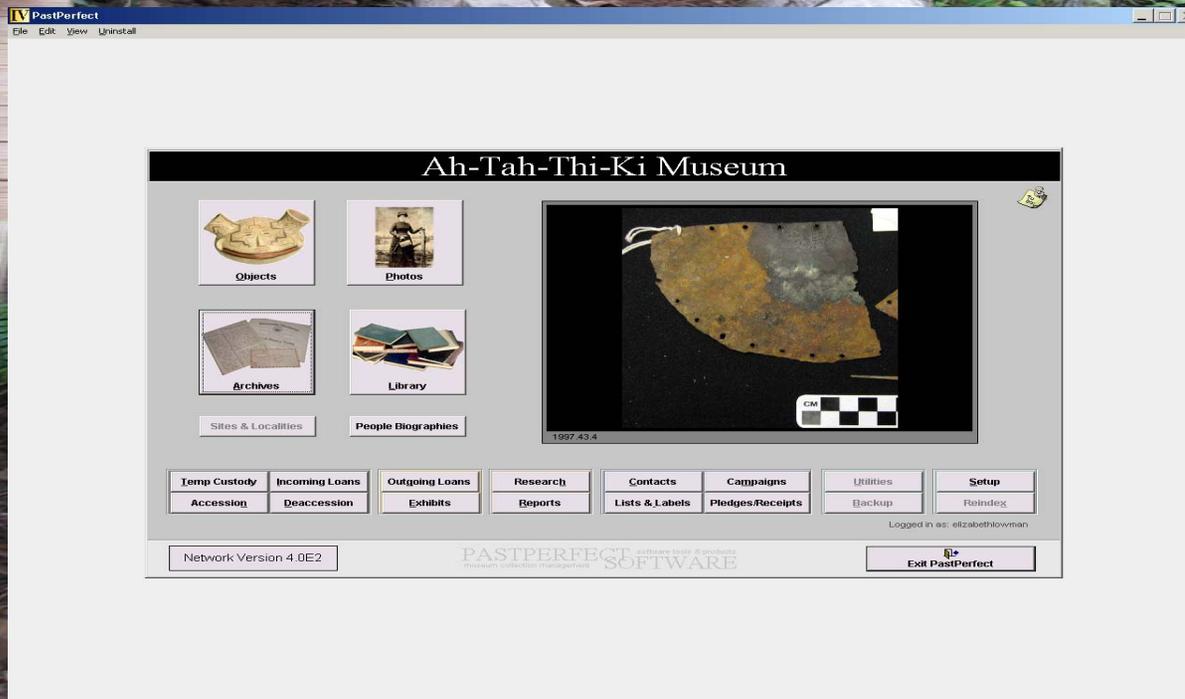
Audio Editing Software

- When you edit…
  - Archival unedited copy
  - Edited Copy
  - Back-up disks
- Options
  - Audacity (Free)
  - Adobe Sound Booth (About $199)
  - Apple Garage Band
  - Many More…

- When Choosing Software
  - What will you use it for?
  - What does it need to do?
  - Is it a waste of money?
  - Can you send it out for editing?
  - Can you get a grant for the software?

Audacity

- Will Splice tracks
- Will put tracks together
- Can generate sound effects- including silence
- Amplify and clean up tracks
- FREE!!!
- Audacity
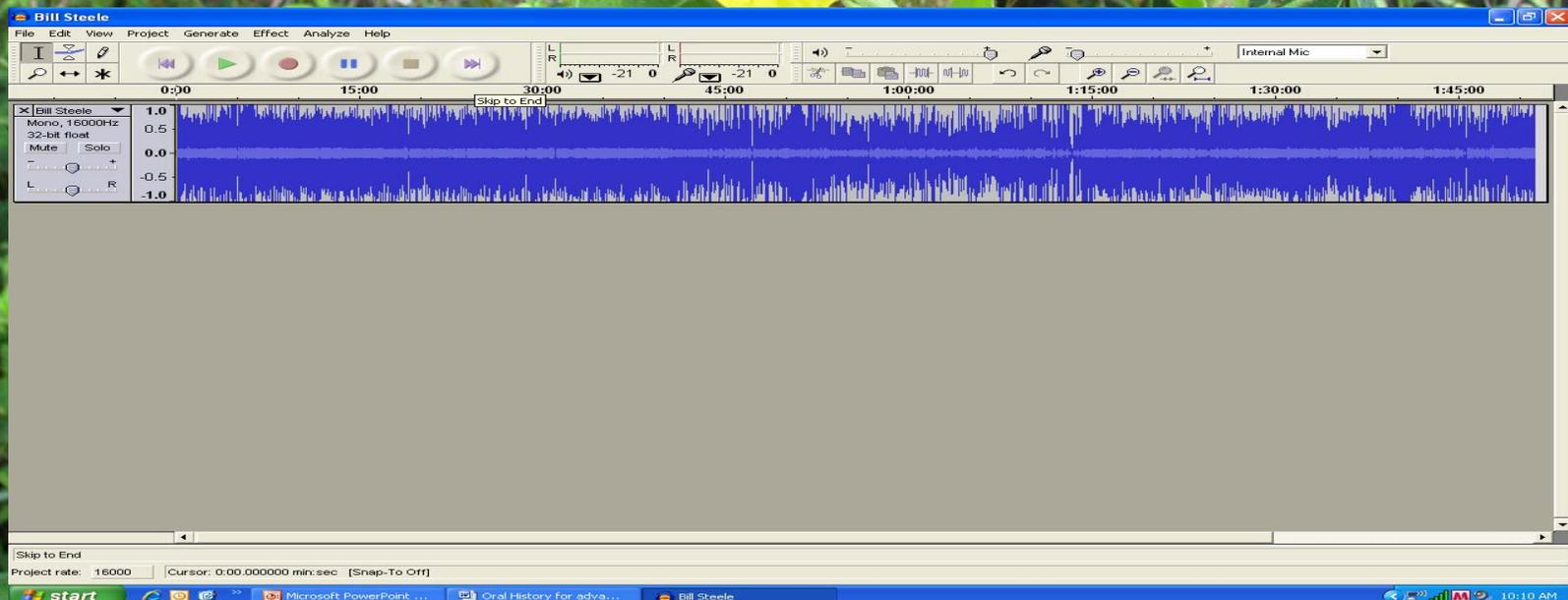
Workshop Centers

- Audio Editing on Audacity
- PastPerfect Workstation
- Cassette Digitization
- Advanced Microphone Set-Up

Sho-na-Bish! Mvto!

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