



South West Heritage Trust

Guidelines for Depositing Oral History Recordings at the Somerset Heritage Centre

The Somerset Archives & Local Studies Service welcomes deposits of oral history recordings for permanent preservation in our archives. All recordings will be catalogued, with entries appearing on the archive online catalogue, and will be made available to researchers in our public searchroom.

These guidelines outline the steps that you need to take in order to deposit your oral history collection at the Somerset Heritage Centre. Please get in touch with us if you are thinking of doing an oral history project.

1. Format of recordings and transcripts

- Copies of recordings should be deposited in digital format on CD or memory stick (not on mini disk or audio cassette).
- Two copies of each recording should be deposited (WAV and MP3 format) to enable one set to be kept as a master copy (WAV), and the second set to be used by researchers (MP3).
- Transcripts can be deposited in hard copy and/or electronically.
- CD's containing single recordings should be labelled with a unique number that corresponds with an accompanying list (see section 2), the name of the interviewee, and whether it is the master or user copy. The number allocated to the master copy and corresponding user copy of a recording must be the same.
- If depositing multiple recordings on a memory stick or a CD each recording should be identified by a unique number that corresponds with an accompanying list (see section 2) and the surname of the interviewee (e.g. *001.SMITH; 002.JONES*). The number allocated to the master copy and corresponding public copy of a recording must be the same. For example:

Master copies

 001.John Smith	WAV File
 002.Claire Jones	WAV File
 003.Gladys Wright	WAV File

Public copies

 001.John Smith	MP3 File
 002.Claire Jones	MP3 File
 003.Gladys Wright	MP3 File

- If depositing multiple recordings (and any accompanying electronic transcripts) on a memory stick or CD please ensure all of the recordings and documents are saved in a general folder (e.g. *Wellington Oral History Project*) and that master copy recordings, user copy recordings and transcripts are saved in appropriately named subfolders within this (e.g. *Master copies; Public copies; Transcripts*). For example:

 Master copies	File folder
 Public copies	File folder
 Transcripts	File folder

- Please ensure transcripts are allocated the same unique number as the corresponding recordings and are labelled/saved accordingly. For example:

 001.John Smith	Microsoft Word Document
 002.Claire Jones	Microsoft Word Document
 003.Gladys Wright	Microsoft Word Document

- Please note that the information recorded on memory sticks and CDs will be copied to a server. Memory sticks or CDs will then be returned or disposed of after a period of 30 days (please state which option you would prefer at the time of deposit).

2. Information about the recordings

To enable the recordings to be accurately catalogued and made available we require certain information. Please provide this in the schedule format which can be found in Appendix A at the end of these guidelines.

Please ensure the following information is provided:

- The number of the recording (ensuring this corresponds with the CD or digital recording).
- The name of the person being recorded, the place they live, their age and their occupation(s).
- Details of the date of recording, the person who made the recording and the length of the recording.
- A brief synopsis of the content of each recording.
- Whether the recording has been transcribed.
- Whether a signed interviewee licence agreement exists.

3. Permissions for use

It is important to ensure that the person who is being recorded is happy for their recording to be used for a range of defined uses. These can include being made available for research, for educational use, and for extracts to be reproduced in publications, including the internet. A signed licence agreement sets down the copyright and agreed uses for the recording.

- Please include a copy of any licence agreement, giving permission by the interviewee for the use of the recording. A template for the interviewee licence agreement can be found in Appendix B. Any additional rights and conditions should be discussed with the Somerset Archives & Local Studies Service prior to deposit.
- An archive licence agreement should be completed by the depositor (the organisation or individual depositing the material with the Archive or any such appointed successor to which the Depositor assigns its responsibilities) and the South West Heritage Trust. Please get in touch with us to discuss this agreement, as the rights and conditions can vary depending on the nature of your oral history project.
- Permission for use of the recording, including copying and publication of extracts, will only be granted in line with the terms of the licence agreement.

Appendix A

Recording Number	Details of Recording	Date of Recording	Duration of Recording	Interviewer	Licence	Transcript
<p><i>Example</i></p> <p>001</p>	<p><i>Oral history recording of John Smith of Wellington, age 86, blacksmith. Includes details of life at school, evacuees during the Second World War, games played as a child and his work as a blacksmith.</i></p>	<p>1 Jun 2016</p>	<p>30 minutes</p>	<p>Joe Bloggs</p>	<p>Yes</p>	<p>Yes</p>

Appendix B

NAME OF PROJECT

Agreement for the use of the oral history recording

By signing this agreement I give my consent for the recording to be used and processed as follows

- a. to allow the recording to be cared for by the South West Heritage Trust at the Somerset Heritage Centre, or by any appointed successor body
- b. to be digitally stored and to be transferred to other recording mechanisms in order to preserve the content
- c. for private study and research
- d. for the recording to be transcribed, and the transcription to be stored and made available for private study and research
- e. *Any additional rights being granted to the SWHT, e.g. the right to use extracts in exhibitions or online [these then need to be included in the agreement between the Depositor and the SWHT]*
- f. *Any project specific requirements, e.g. to be used in a local exhibition or museum display*

Signed by the interviewee:

Full name (Please print):

Address:
.....
.....
.....

Date:

Recording reference number:

DATA PROTECTION: The information on this form will be held and used by the South West Heritage Trust in accordance with the provisions of the Data Protection Act for the purposes of administration and statistical analysis. We will never disclose or transfer your details to third parties without your explicit consent.