

Introduction to the Oral History and Archives Kit



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Community-Driven Archives materials are generously supported by a grant from the Andrew W. Mellon Foundation.

For more information about Community-Driven Archives, go to library.unc.edu/wilson/shc/

Your backpack includes tools needed to begin preserving historical artifacts and for conducting oral history interviews.

The following slides will help you to get started!



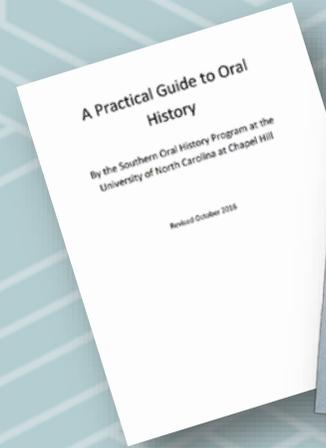
The Oral History Archives Kit contains:



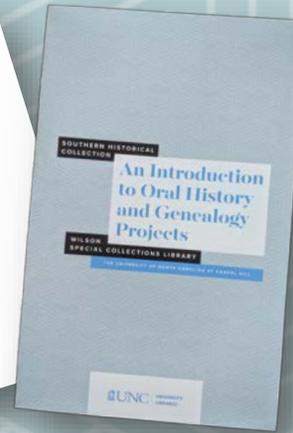
Zoom Digital Audio Recorder



Zoom Accessory Pack



Information Pamphlets



Archival Sleeves and Folders



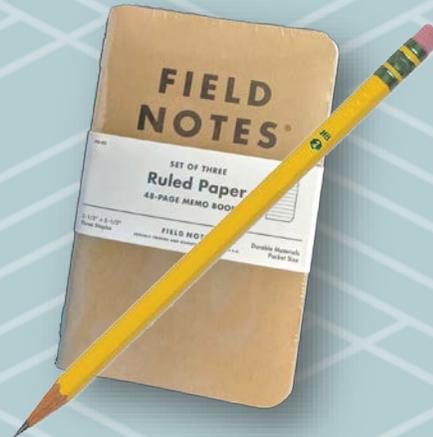
Question Cards



Memory Card



Archival Gloves



Notebooks And Pencils

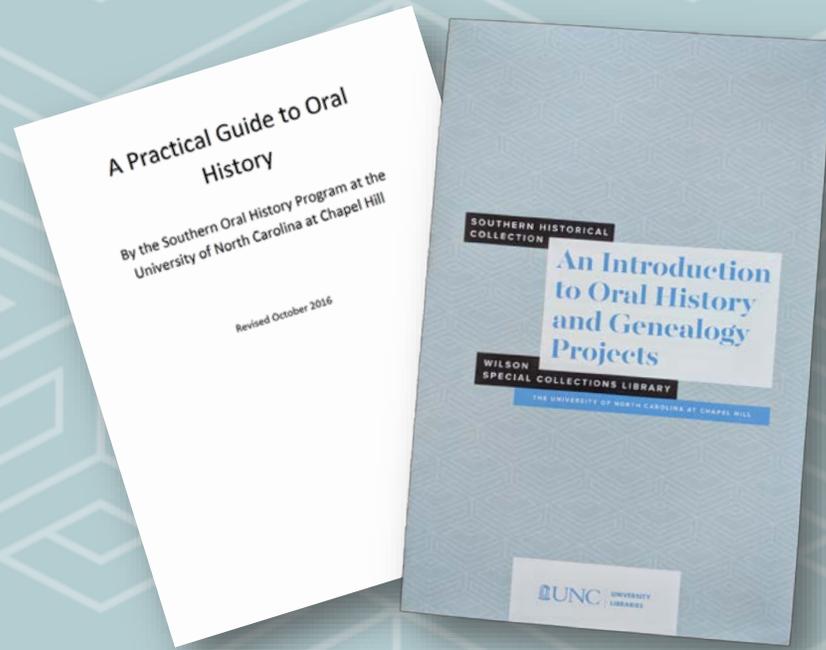


Stamps

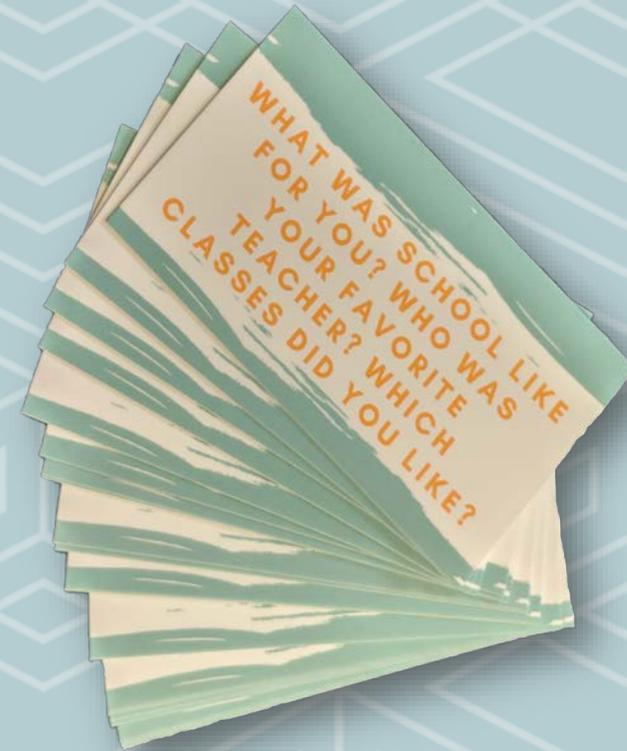


Thank You Cards

These are materials to help prepare and facilitate oral history interviews:



Informational Pamphlets
Tips to help you get started with your preservation and memory projects.



Question Cards
Suggested topics and prompts to guide you through a simple oral history interview.

Archival Containers for Photographs and Documents

- Protective 5x7" sleeves
- Protective 8x10" sleeves
- Document 11x14" sleeves
- Archival folders



Gloves

To handle photographic materials safely



Field notes, pencils, and note cards



Write important field notes and newly formed questions. Noted reminders may include: dates, times, names, places, significant occurrences during the recording, noises, etc.

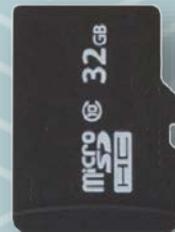


A thank you note is a special way to let the interviewee know that his or her willingness to participate in this oral history interview was appreciated.

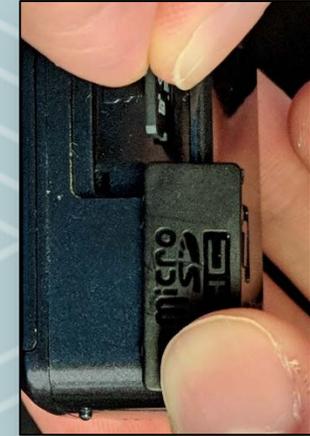
ZOOM RECORDER – INSTRUCTIONS

Unbox the Zoom recorder and
locate the small MicroSD memory card

Note: you will have **two** memory cards – **2 GB** comes in the Zoom box
and **32 GB** is provided for more storage
(the next slide will show you how to insert it)



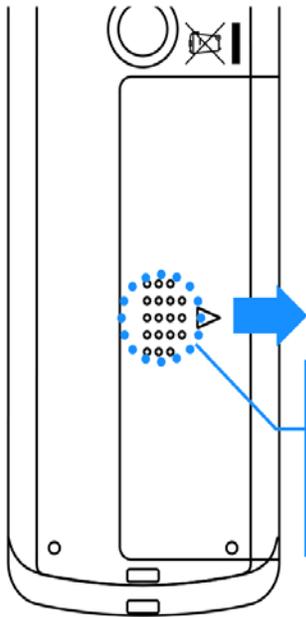
How to insert the memory card in your Zoom



Identify the MicroSD port on the side. Gently lift the cover and insert the memory card in the slit. It will only fit one way. Do not force it in, since it will lodge fully in place with an easy push.

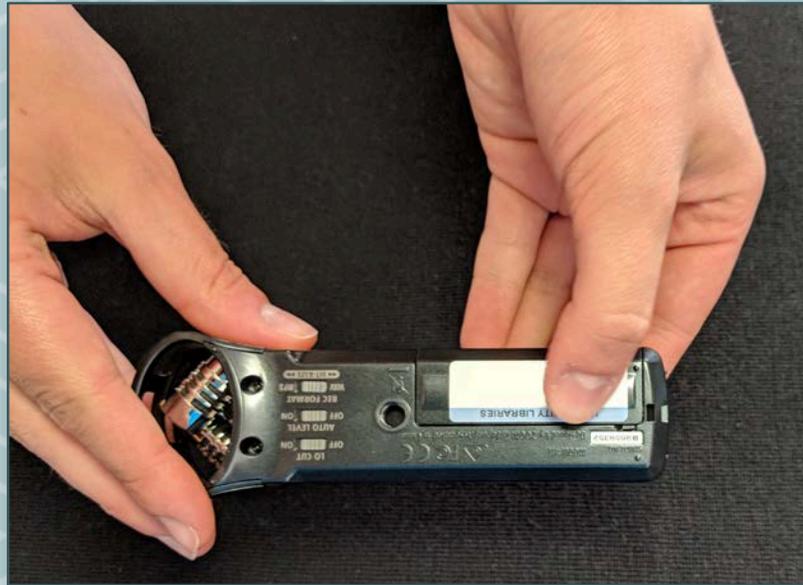
Inserting the battery

- Inserting the battery



Open the case while pressing here and then insert the battery.

Note: Use alkaline or NiMH batteries.



Remove the Zoom recorder from the packaging.

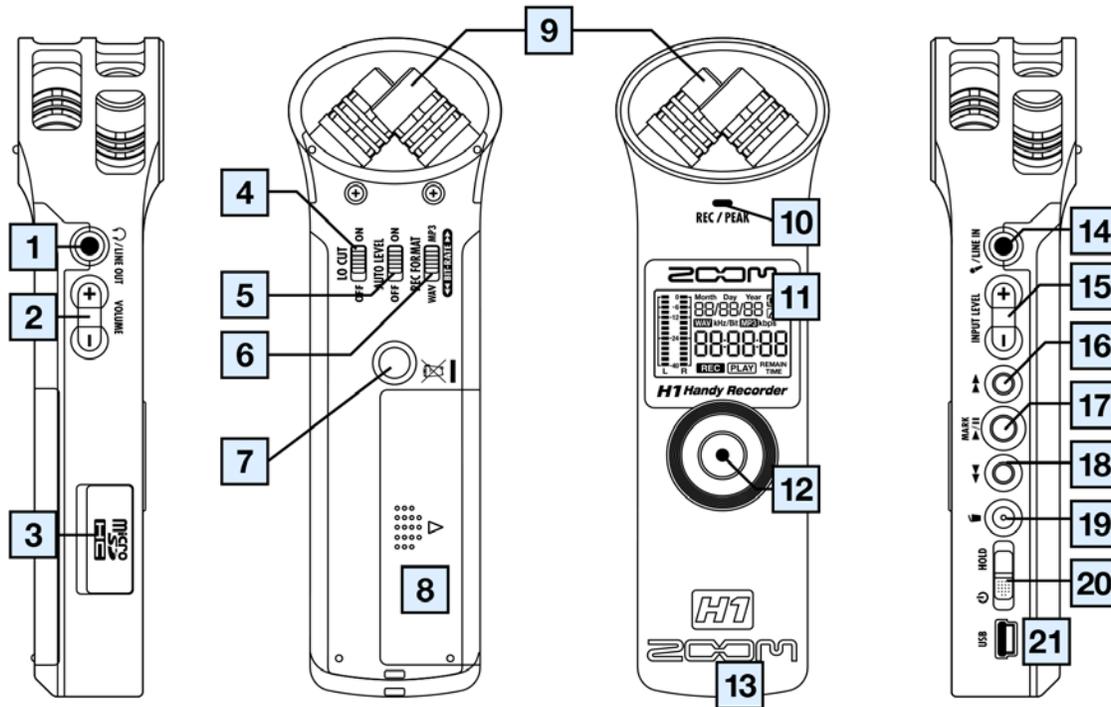
Gently press down and pull outward on the battery chamber cover.

Insert the battery according to the matching + / - polarization symbols.

Replace the battery chamber cover.

Part names and functions

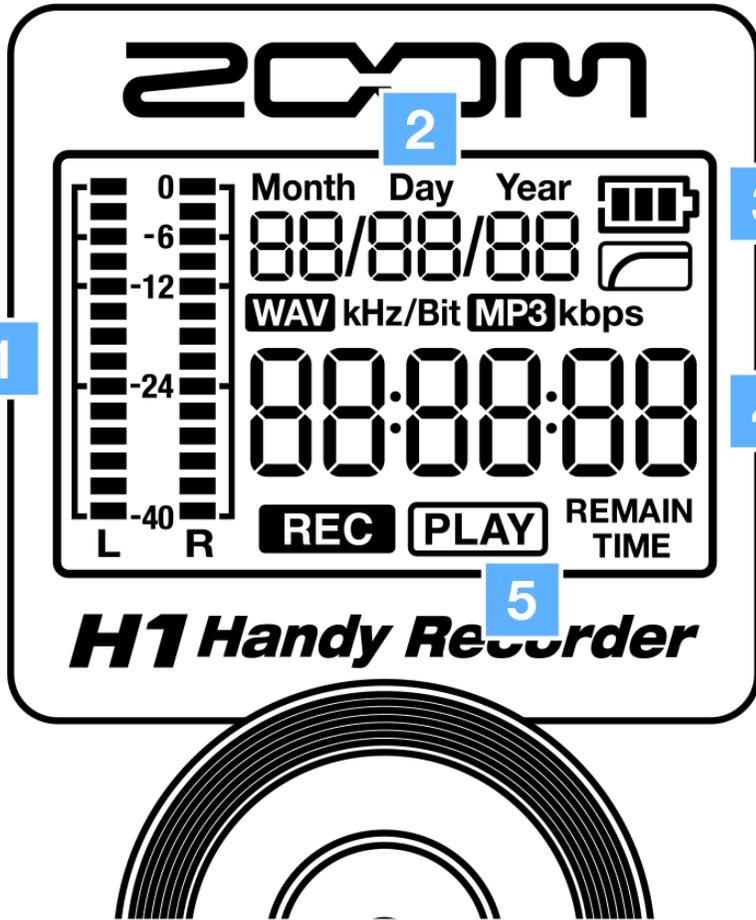
• Parts of the unit



• Parts of the unit

1	Line/headphones output jack	Outputs sound to headphones or external equipment.
2	Volume adjustment buttons	Use to adjust the output level.
3	microSD card slot	Insert a microSD or microSDHC card here for use with the unit.
4	LO CUT switch	Use to turn the low cut filter (noise reduction) ON or OFF.
5	AUTO LEVEL switch	Use to turn automatic recording level adjustment ON or OFF.
6	REC FORMAT switch	Use to select the recording format.
7	Tripod mount	Attach a tripod here to use the unit in a fixed position.
8	Battery compartment cover	Install one AA battery under here.
9	Stereo microphone	Record sound in stereo in a 90° field in front of the unit.
10	Recording/peak indicator	This lights during recording and blinks rapidly if the input signal is too loud (peak detection).
11	Liquid crystal display (LCD)	This shows various information.
12	Record button	Use to start and stop recording, and to confirm file deletion, for example.
13	Built-in speaker (mono)	Use to listen to recordings when not using the line/headphones output jack.
14	Mic/line input jack	Connect and record another device or microphone here. Mics that require plug-in power can be used with this jack.
15	Input level buttons	Use to adjust the recording level manually.
16	Fast forward button	During playback, use to select files and to fast forward. On the home screen, use to set the recording format.
17	Play button	Use to start and stop file playback. On the home screen, use to add track marks.
18	Fast reverse button	During playback, use to select files and fast reverse. On the home screen, use to set the recording format.
19	Delete button	Use to erase files that are not needed.
20	Power button	Turn the power ON/OFF. Set to HOLD to disable other keys.
21	USB jack	Connect to a computer to power the unit by USB or to transfer files between the computer and the card in the unit.

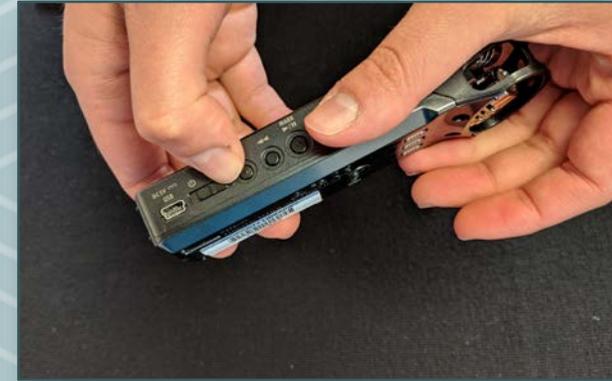
• Screen indications



• Screen indications

1	Level meters	These show input and output levels.
2	File/format information	This area shows the recording format and the recording date and file number of the playing file.
3	Battery level indicator	This shows the remaining battery charge. It does not appear when power is being supplied by USB.
4	Time display	This shows the remaining recordable time of the inserted microSD card, the playback time or the name of a file that is about to be erased, for example.
5	Status indicators	These show the current operating state.

How to turn on your recorder



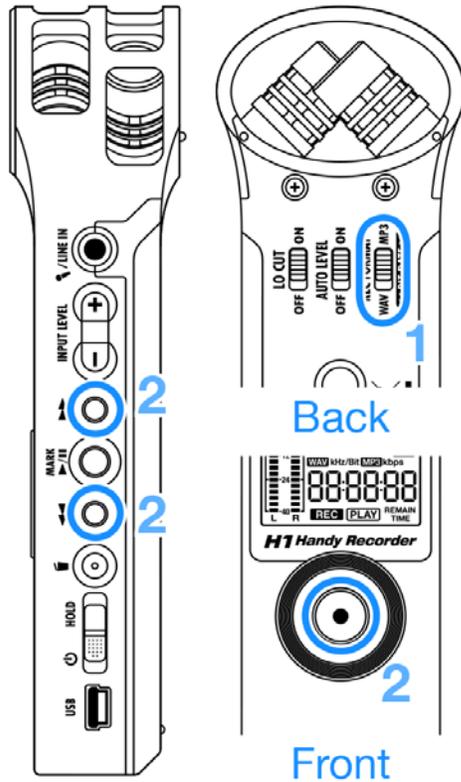
Locate the power button on the side. Slide and hold this in position until you see "Hi" in the LCD panel



Prepare

Setting the recording format

Set the recording format and bit rate.



1. Select MP3 or WAV format.
2. Use ◀◀ and ▶▶ to select the bit rate and press ●.

- The screen shows the remaining recording time for the current bit rate.

MEMO

Since the MP3 format uses data compression, its sound quality is not as good as WAV format, but it uses less microSD card capacity. For both formats, higher rates provide higher quality.

For better quality recordings:

Audio settings:

Bit rate: **48/24**

Format: **WAV**

Auto level: **OFF**

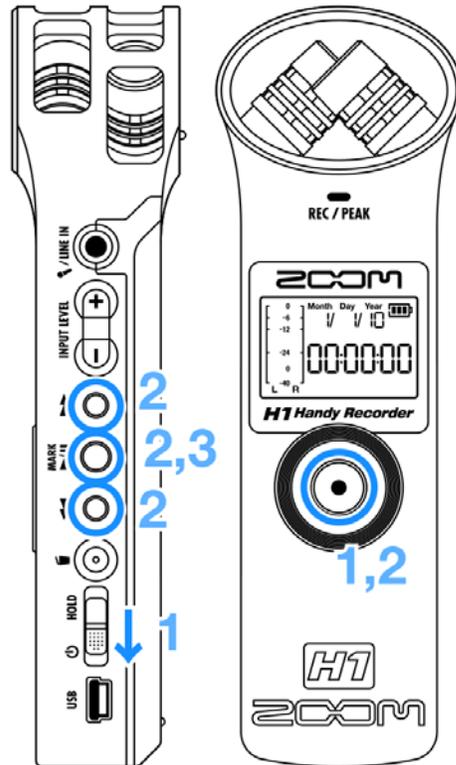
LoCut: **OFF**

Setting the Date and Time in your new recorder

Prepare

Setting the date and time

Set the date and time on the unit.



1. While pressing , turn the power on.
2. Use  and  to set the value, and press  to move to the next item.
 - Press  to return to the previous item.
3. After setting the last item (seconds), press  to finish.

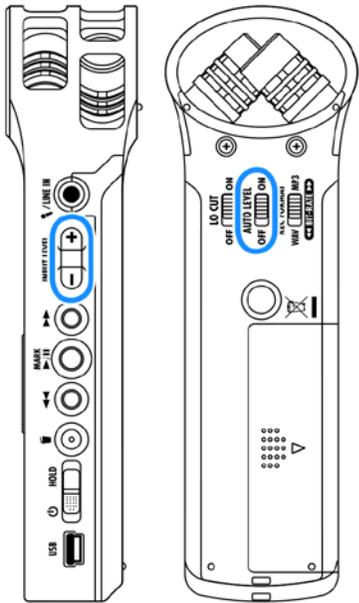
MEMO

If the date/time setting is initialized, this screen opens automatically.

Prepare

Adjusting the input level

Adjust the level of the input signal. The unit can also be set to automatic adjustment.



- Use the +/- INPUT LEVEL buttons to adjust the level. For automatic adjustment, set the AUTO level switch to ON.

- During adjustment, the value is shown on the screen.



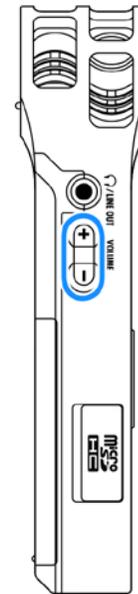
MEMO

When the AUTO level switch is ON, the input level adjustment buttons have no effect. If the PEAK/REC LED blinks rapidly, the sound might be distorted. In this case, lower the input level.

Prepare

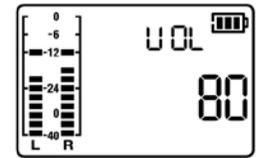
Adjusting the output level

Adjust the output level (volume) from the line/headphones output jack and built-in speaker.



- Use the +/- VOLUME buttons to adjust the level.

- Press and hold the + or - button to change the value rapidly.



Start with an input level of 37 to 40.
See online information and videos to learn more about these settings.

How to start and stop recording



The LCD panel changes automatically to an elapsed time mode for recording.

Press the red button to start and stop recordings.

Operate Recording

After turning on the unit, you can start recording from the home screen with the press of one button.



1. Press  to start recording.

- The recording time appears on the screen.



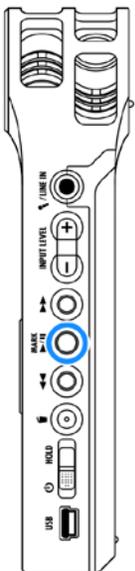
2. Press  again to stop recording and return to the home screen.

MEMO

If no microSD card is in the unit, you can still record one file of up to 35 seconds using the unit's built-in memory. Be aware that recording again without a card will overwrite the recording already in the built-in memory.

Operate Play

Play back recorded audio.



- Press ►/|| to play the last recorded file.

- The remaining playback time appears on the screen.



- **Main button functions during playback**

◀◀▶▶ ... Press during playback to select files

►/|| ... Press to pause/resume

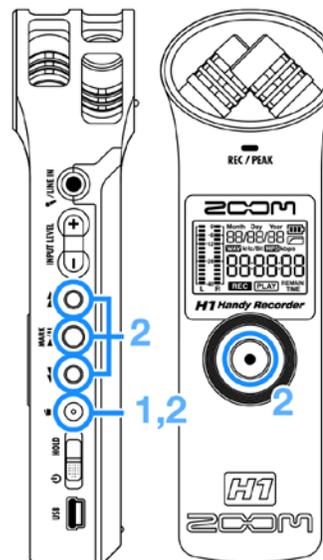
● ... Press to return to the home screen

MEMO

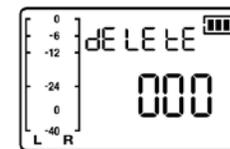
Playback automatically stops after all files have been played.

Operate Delete

You can delete recorded audio files.



1. Press during playback of the file that you want to delete.



2. Press to confirm. Press ►/||, ◀◀, ▶▶ or to cancel deletion.

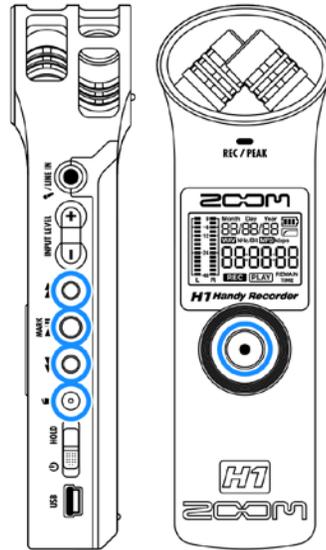
NOTE:

When you format a memory card in any device,
everything is erased and gone forever!

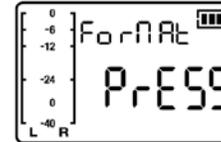
Stop and think when you see the word “Format” on your storage system.

Prepare Formatting microSD cards

If a microSD card that is not properly formatted is inserted into this unit, the format confirmation screen opens.



1. Press  to format the card.
Press , , ,  or  to cancel.
2. After formatting completes or is cancelled, the home screen reappears.



MEMO

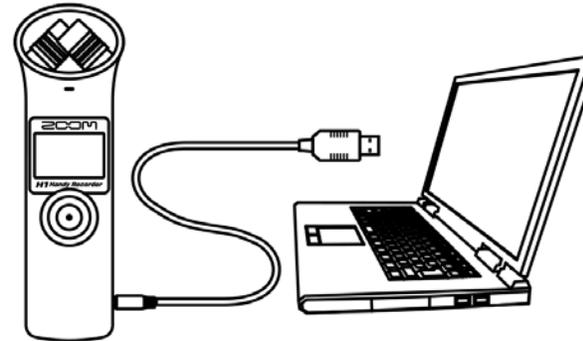
You can also open this screen by pressing  while turning the power ON.

Connect

Connecting with a computer

With this unit's power off, connect it to a computer running Windows or Macintosh OS using a USB cable. This allows the unit to be used as a microSD card reader.

Files recorded to the microSD card are saved in the "FOLDER01" subfolder inside the "STEREO" folder on the card. If a file has been recorded to the unit's built-in memory when a microSD card was not in the unit, that file will be saved in the "BLT-IN" subfolder inside the "STEREO" folder.



**Remember to safeguard your recordings as soon as you can!
Back them up by storing the files . . . preferably in two locations.**

**ZOOM Recorder
Accessories Kit
contains:**



AC adapter

Tripod

Windscreen

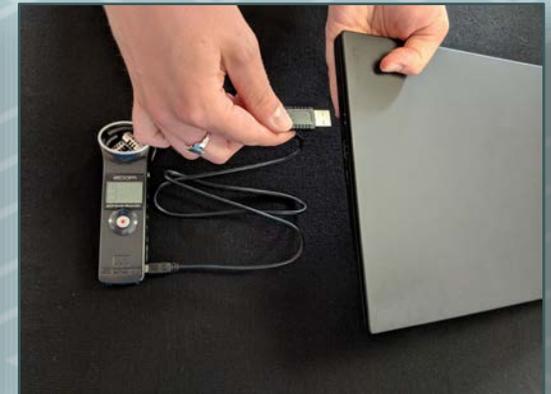
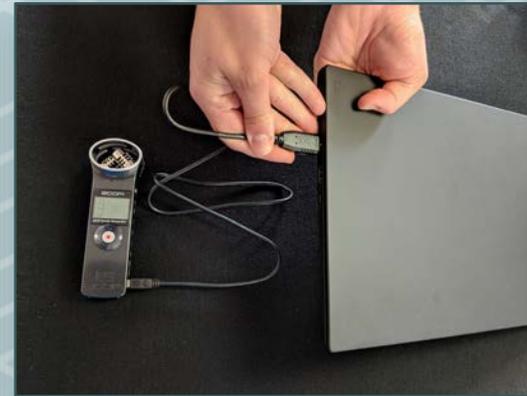
USB Cord

Padded-shell
case

Mic-stand
adapter

Use of accessories with your Zoom: THE USB CORD

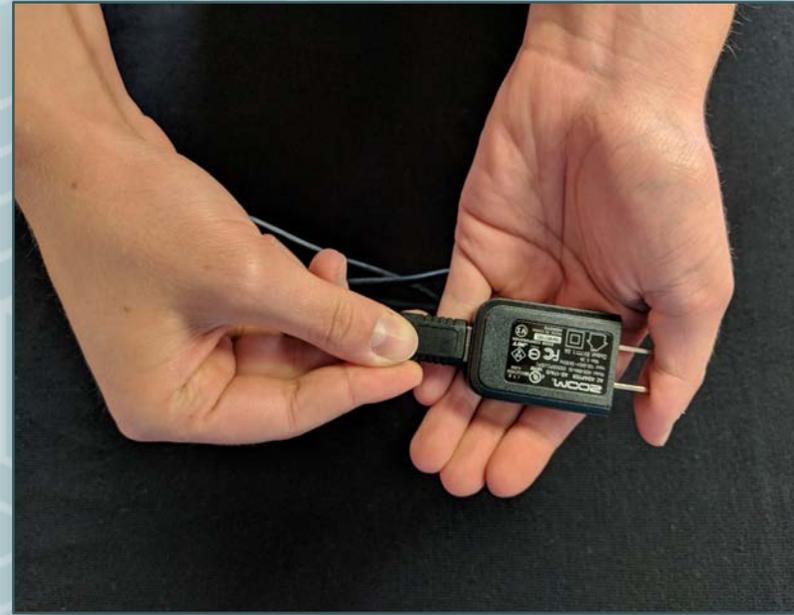
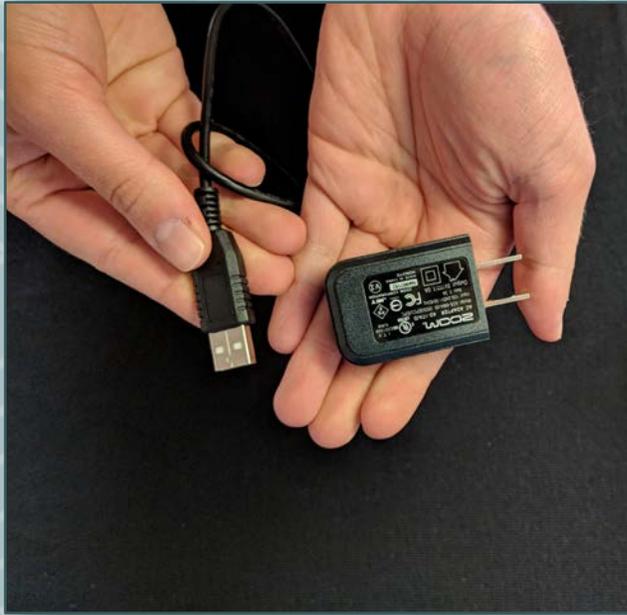
How to transfer your Zoom MicroSD memory card recordings to your computer using a USB cord



The USB cord can directly connect the ZOOM recorder and your computer for downloading audio files. Copy Zoom files and paste them in a folder of choice on your computer.
(**Recommend:** Utilize the USB cord and do not remove the MicroSD card.)

Use of accessories with your Zoom: THE AC ADAPTER

Instead of connecting to a computer the USB cord can also be inserted in the AC Adapter to save battery life.



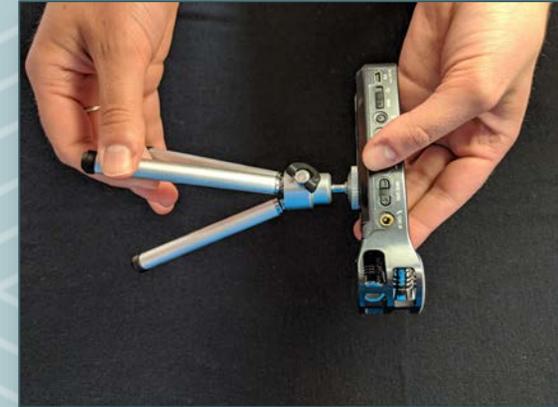
Use of accessories with your Zoom: THE WINDSCREEN



Even if you do not audibly hear any wind noises, air conditioner hissing, or other sounds, your Zoom recorder may pick them up. Utilizing a windscreen may help to prevent some disappointing sound distortions.

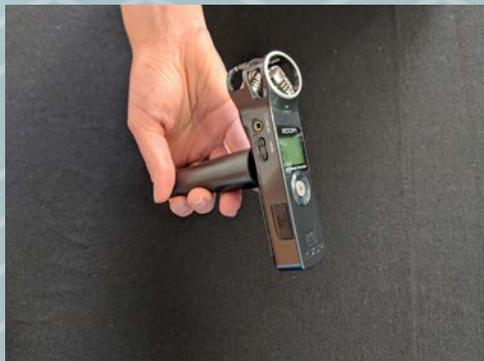
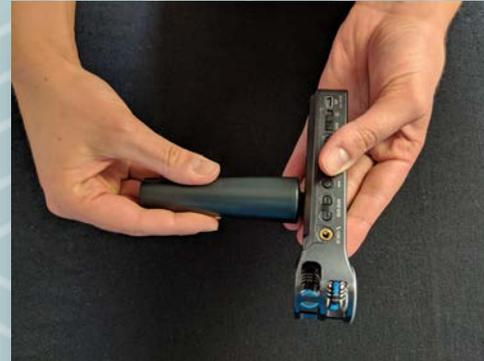


Use of accessories with your Zoom: THE TRIPOD



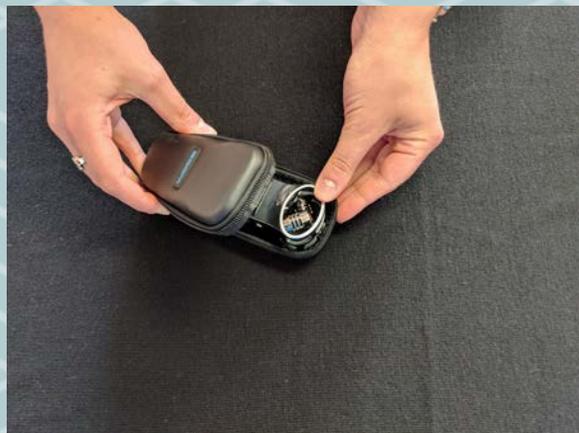
Use the tripod to set the recorder on the table and conduct an interview hands-free. This small tripod can be attached, as shown, and both the legs of the tripod and angle of the Zoom adjusted to pick up the best sound.

Use of accessories with your Zoom: THE MIC STAND ADAPTER



This attachment is used for placing the Zoom recorder in a microphone stand. It may also be used to easily hold with your hands for an interview.

Use of accessories with your Zoom: THE PADDED-SHELL CASE



Your Zoom recorder can be protected by inserting it in this padded-shell case between use.





Instructional videos

Introduction to the Zoom recorder

https://youtu.be/CHW_jwFKtr0

How to use the Zoom H1 Handy Recorder

<https://www.youtube.com/watch?v=c0y9x>

[HjRZx8](https://www.youtube.com/watch?v=c0y9xHjRZx8)

How to update Firmware
(software that is “built-in”)

<https://youtu.be/cGVRRS2rPOM>

How to import files to computer

<https://youtu.be/aRJVE6JHnsA>

Now the fun begins!

**The following slides help you
to conduct effective
Oral History Interviews**

How many times have you heard someone say:
**“I wish I had asked this or that person for
information while they were alive?”**

It happens all the time!

Obviously, we cannot go back in time,
but we can take stock of what is possible now
and seek to preserve this record for the future.

Have you ever asked a person about his or her background?

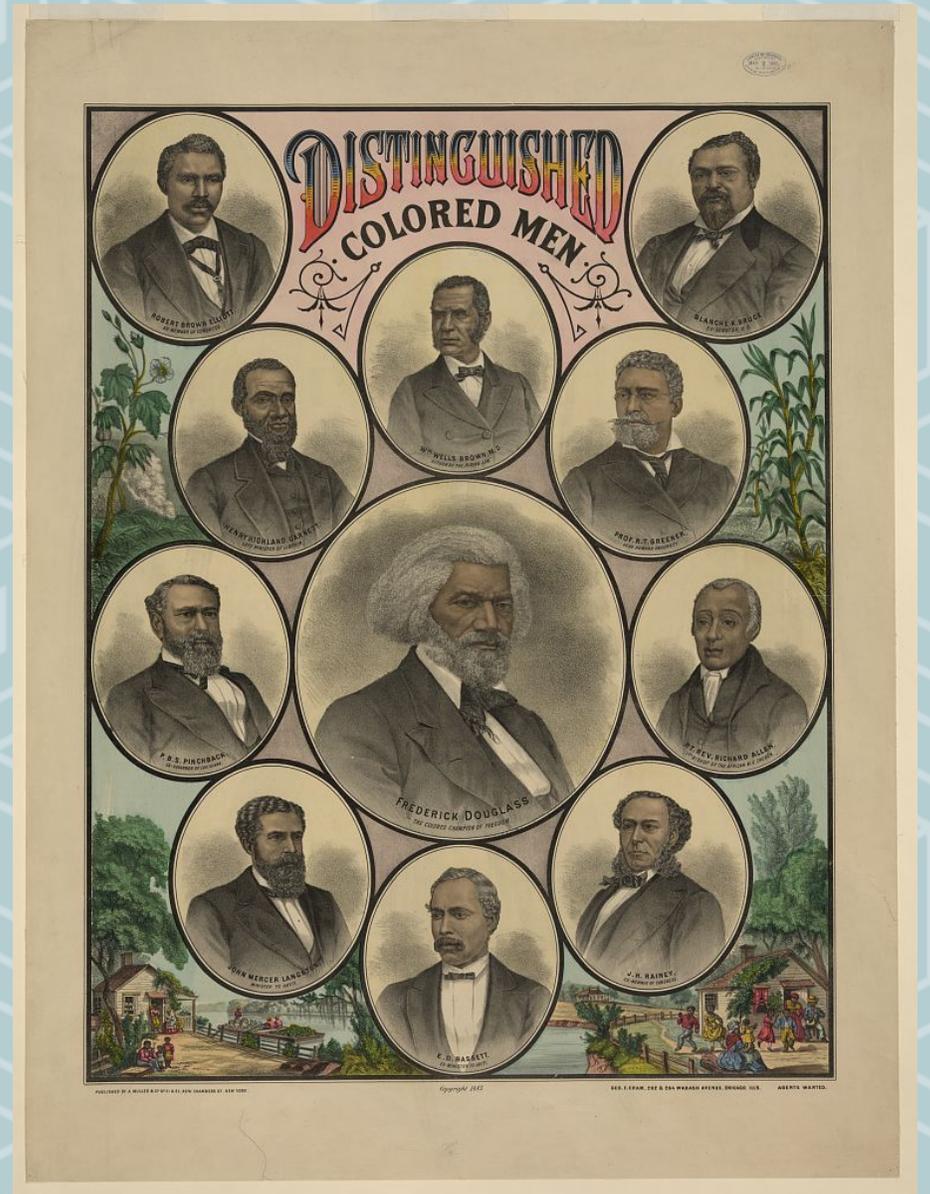
If the answer is “yes,” then you have initiated an oral history interview!

Think of them simply as **discussions** to gain information about a person’s background. Be yourself!

There is **no one way** to do oral history interviews. Every interview is different.

Your goal for obtaining the oral history interview:

Generations from now . . . did you ask the questions people will want to know?



Prepare for the Interview

- Learn what you can about the interviewee (person being interviewed)
- Obtain biographical material / Google search / Archival and library research, etc.
- Conduct genealogy and family historical research
- Conduct any specialized research related to that individual or the community
- Prepare questions on note cards or a readable device – use chronological order
- Obtain consents / permission forms

Interviewing Techniques

- Remember the interviewee is the focus!
- Do not interrupt during answers. Periods of silence are okay
- Chronological questions are good, but may deviate with a flow of thought
- Actively listen and ask follow-up questions
- Ask broad questions for expanded answers
- Be open to hearing disturbing or unpleasant content
- Provide comfortable setting to discuss sensitive topics – ease into the question
- Ask for clarifications as needed

Question Topics

- Early background – childhood remembrances
- Parents and family / genealogy
- Neighborhood and Community – demographics, experiences
- Education – friends, favorite teachers, extracurricular activities
- Teenage Years and Adulthood
- Work / Employment
- Social Life / Relationships
- Children
- Church / Politics / Hobbies
- Effect of social events and historical events on the interviewees
and their families

Equipment used to record:

- Audio recorder or audio-video recorder
- Lighting for videotaping, if needed
- Tripod for videotaping/small tripod for audio recorder, if needed
- Windscreen (foam cover) for microphone
- Lavalier (clip on microphone) or handheld microphone (optional)
- QUIET LOCATION!

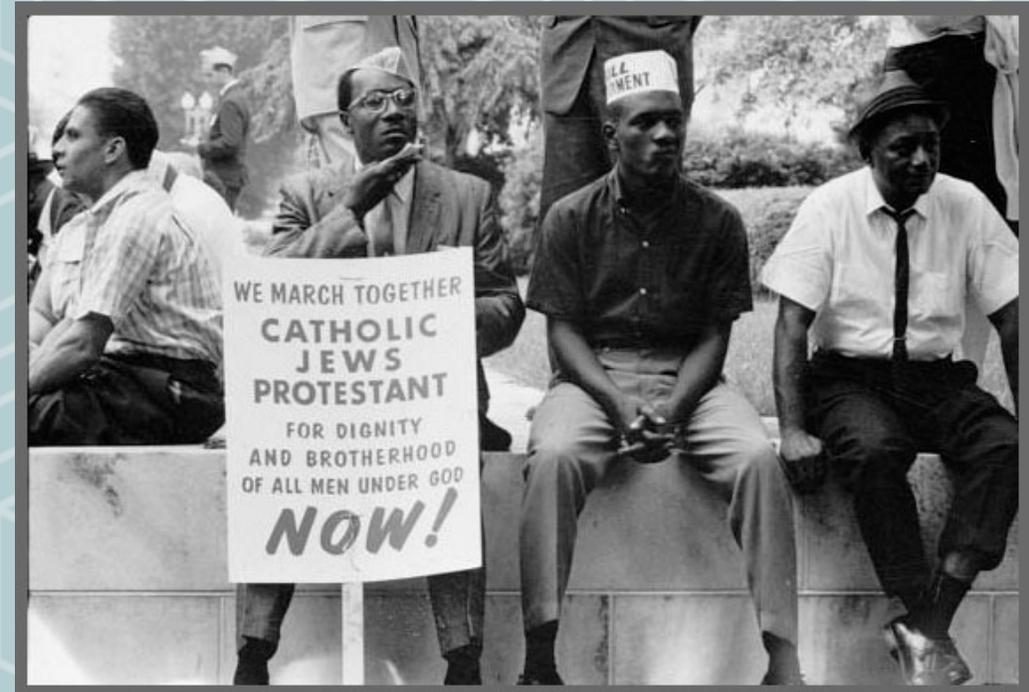
Oral History Interviews

Practical tips for effective results

To start an oral history interview . . .

State for the recording:

- Date
- Name of interviewer
- Name of interviewee
- Location
- Anything of special note



It is important to ask the interviewee to say his/her/their own name(s)

Reasons:

- Verification of his/her/their identity
- The audio/video recording may be used for an edited production at some point
- Confirm how names are pronounced



Listening is as important as questioning

- Show interest in the answers
- Ask follow-up questions



Try to capture specifics and stories

- Every person has unique experiences
- Details recorded may only be known by this individual
- Research is enhanced by facts
- Stories often provide interesting narratives



Don't let a question become an answer

- Don't summarize before the question
- It is important not to lead with the answer you want or expect



Use local history to formulate some of your questions

- What event was this interviewee involved with?
- Capture descriptions of the event – when, where, how, etc.
- Who were the leaders dedicated in this effort?
- Specific remembrances and stories



Possible causes for audio problems

- Filming outside in the wind
- Poor equipment
- Microphone too far away
- Air conditioner vent blowing near the microphone
- Noisy surroundings during the recording
i.e. captured in a moving car

Note: Utilize an earphone device (plugged into the recorder) to check the quality of the audio being recorded.



It is important to be silent during the answers

- Interruptions can break the train of thought
- It is difficult to edit out these comments
- There are non-verbal ways to offer support and give silent feedback (i.e. nodding, facial expressions)



For Each Oral History Interview

Remember:

- Be curious!
- Follow up!
- Be yourself!