

LGBT Center Oral History Project- Interview Guidelines

At the beginning of your interview: once the audio and/or video recording equipment is set up and running, **introduce yourself and the project**, the name of the person(s) whom you are interviewing, place and date. Be sure to get this vital identifying information on the recording as we will not have any other way to keep this information with the interview itself.

Consent: You will then want to ask the person(s) to state their name and ask if they are willing to participate in the interview. If so, then ask them to please sign the consent form, letting them know that at any time, they may ask that the recording device be turned off and that they may choose not to answer any question.

Sample: I am Susan Rose and today, October 30, 2010, I am interviewing Lindy Wilson at the Community Studies Center. Ms. Wilson, is it ok for me to ask you a few questions about your involvement in the anti-apartheid movement? (Response) Yes? Great - could you please state your name and that you are willing to be interviewed? And could you also please sign this consent form at the end of your interview? Thanks.

If at any time, you would like to have the tape recorder or camera turned off, just let me know. Also, you may choose to not answer a question if you would prefer not to. Ok, let me start by asking you....

During the Interview: Be sure to keep good eye contact and show your interest, primarily through your body language and eye contact. Know your questions well enough that you can let the narrator tell her/his story without interrupting too much. The interview should feel more like a good, substantive conversation than an interrogation.

At the end of your interview: be sure to **thank** the person for their time and being willing to speak with you. Be sure you have the consent form.

After the interview: Be sure to follow checklist for break down of equipment.