



Ayer Oral History Project Post-Interview Checklist

The Ayer Historical Commission needs the following materials from interviewers in order to properly preserve and share the oral histories you collect.

Contact historicalcommission@ayer.ma.us to arrange for delivery of materials. Students completing interviews as part of a class assignment should submit all items on this checklist to their instructor who will forward it to the Ayer Historical Commission.

Please contact us with any questions.

Interview Transcript

Transcripts must be typed and saved in a word document or shared google document according to the guidelines and format demonstrated in the **Transcription Tips for Oral History** document. Interviewers are required to write an abstract (summary of the interview) and include it at the beginning of the transcript. Interviewers should submit both a hard copy and a digital copy of the transcript on a word document or shared google document.

Interview Recording

The original tape recording of the interview should be labeled clearly with the interviewee's name and the date of the interview. Interviews recorded digitally should be shared through email.

Legal and Informational Documents

Original signed copies of the Biography Sheet, the Consent Form, and the Deed of Gift must be submitted with the interview materials. Please paper clip these to the hard copy of your transcript.

Photograph of Interviewee

The Ayer Historical Commission would like a photograph of the interviewee to use for public exhibits and on our website. Photographs may either be submitted in hard copy with the interview materials or e-mailed as a .jpg. We prefer digital copies, if possible, so that they can be easily posted on the Web site. Hard copies of photographs will not be returned unless a specific request is made to this effect.

Thank You Note

Please send a thank you note to the interviewee, expressing both your thanks and the appreciation of the Ayer Historical Commission. Include a copy of the transcript and state, "I will assume your consent to use unless I hear from you within ten days."

Contact Information

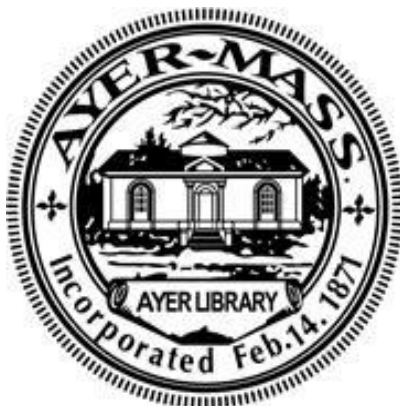
We want to make sure we can get in touch with YOU about the project in the future. Please fill out the information below and return this form with interview materials.

Name: _____ Institution/or Organization: _____

Address: _____

Phone: _____ E-mail: _____

**Thank you for your contributions to the Ayer Historical Commission's Oral
History Project.**



Contact Us:

Ayer Historical Commission
historicalcommission@ayer.ma.us
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