



Richmond River Historical Society Inc.

Lismore Municipal Building, 165 Molesworth Street, Lismore NSW 2480
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Oral History Project – the Interview

The aim is to share your story. Simply sit down with a friend, peer or loved one and record a conversation about one aspect of your experiences as a resident of the Richmond River region.

The following points may assist if you wish to submit your recording to the Society's archives.

DO	DON'T
DO Submit only original, unedited materials	DON'T Submit material from another source, e.g. from a book
DO Submit recordings of 20-30 mins length	DON'T Submit recordings of less than 20 mins
DO Conduct interviews in a quiet, indoor location	DON'T Conduct interviews outside or in noisy areas
DO Set up your recording equipment in advance, and test it	DON'T Adjust the recording equipment during the interview
DO Commence the recording with your name, interviewee's name and the date	DON'T Forget to identify all speakers within the recording
DO Focus upon one topic and its time	DON'T Survey a range of topics
DO Record the subject's first-hand experiences	DON'T Record or disclose private information
DO Ensure the recording is playable before submitting	DON'T Submit recordings which you have not checked
DO Submit only one resident's interview per media	DON'T Submit multiple interviews on the one media
DO Submit on usb stick or cd, accompanied by the Submission and Permissions form	DON'T Present one's mobile phone, or omit the Submission and Permissions form
DO Add any additional information which would help a listener to better understand the interview	DON'T Add detail unrelated to the topic or time
DO Submit by mail or by presenting to the Museum counter	DON'T Submit by email
DO Wait 1-2 months for the formal response from the Society	DON'T Expect a decision by the Society to come immediately

SUBMISSION DETAILS

Topic: e.g. flood

Time: e.g. 1954

Any additional information:

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PERMISSIONS

TO BE COMPLETED BY BOTH INTERVIEWER AND SUBJECT

(If the Interviewer is under 18 years of age, their parent or guardian must complete on their behalf.)

As a participant in the Richmond River Historical Society's Oral History Project, I the undersigned understand that the purpose of the project is the collection and preservation of oral history accounts of the Richmond River region. These accounts serve as a record of the past experiences and as a scholarly and educational resource for the Society and the general public.

I hereby grant to the Society perpetual, nonexclusive, transferable, worldwide rights to use, reproduce, transmit, display, perform, prepare derivative rights from, distribute, and authorise the redistribution of the material in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Society, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of this material, including but not limited to any claims for copyright infringement, defamation, invasion of privacy or right of publicity.

If the Society deems all or any part of the material to be inappropriate for retention, at any time it may remove it from its collection.

ACCEPTED AND AGREED

Interviewer

Signature: Date:

Printed name:

Postal address:

Relationship to Subject:

Subject

Signature: Date:

Printed name:

Postal address: