

Central Otago Oral History Pilot Project

Policy for Borrowing and Returning the Recording Equipment

There are three Zoom H5 digital recorders available from the Central Stories Museum for the purpose of recording oral histories; two belong to the Project and one belongs to the Central Stories Museum.

Status of Borrowers:

In order to use the equipment, ideally both or at least one of the following criteria must be fulfilled:

- Completion of the Essentials of Oral History Research course or similar accreditation.
- Completion of a one-to-one session with the Oral History Coordinator who will cover correct use and care of the recording equipment, and understanding of the purpose and completion of the Recording Agreement.

Borrowing Charges:

In addition, it is useful to know that the Alexander Turnbull Library charge for the use of their recording equipment.

They use this money to fund the replacement of recording equipment as required.

Charges are: \$10/day and \$50/week per borrower.

Borrowing the Recorders:

- To initiate the borrowing process, the borrower must contact the Project Coordinator via email at oralhistorycoord@gmail.com to book an appointment to collect the equipment.
 - Ideally, borrowers will have contacted the Project Coordinator to request access to a Project recording. The Project Coordinator will then ask the borrower to attend the Central Stories Museum on the allocated day of the week when the Project Coordinator is on-site and available to access the recordings and ensure correct completion of the Access Form and oversee use of the recording.
- The Project Coordinator will run through appropriate use of the equipment and record the borrower's name, date of borrowing and contact details on a Loans spreadsheet.
- There are two laminated A5 sheets inside each recorder showing:
 - All components of recorder which must be present upon return of the equipment

- How to adjust the recorder settings for optimal sound recording
- The Loans spreadsheet is stored in a [Project Dropbox folder](#) and is called *OH Digital Recorders – Loans Sheet*. It is used to record the borrower's name, contact details, date of loan, date of return, any comments about the recorder identified by either the borrower or the Project Coordinator.
- A printed version of the Loans spreadsheet will be located in the Central Stories Research Room. The Oral History Coordinator and borrower shall sign the spreadsheet upon collection and return of the equipment.
- The standard loan period is one week, however, this timeframe can be extended with permission from the Project Coordinator.

Returning the Recorders:

- As the Project Coordinator will be located one day per week at the Central Stories Museum, it is expected that the recording equipment will be delivered to the Museum on this day of the week.
- Borrowers should contact the Project Coordinator prior to returning the equipment, to arrange a convenient time to return the equipment.
- If the borrower cannot return the equipment on the allotted day of the week, a Central Stories staff member shall sign the equipment in with the borrower on the Loans spreadsheet. The recording equipment will then not be lent out to another person until the Coordinator has checked it is in good working order. This condition is in place to protect the sensitive equipment, and to ensure any operator problems, if existing are addressed; and to ensure problems are not magnified by continuous use of faulty equipment.
- The Coordinator shall check all components of the recording equipment and discuss any problems or issues with the equipment with the borrower. These shall be recorded in the Comments section of the Loans spreadsheet, which the Coordinator will use to ensure appropriate maintenance and upkeep of the equipment over time. Someone can return the equipment on a borrower's behalf. This will be recorded on the Loans spreadsheet. The Project Coordinator can then follow up afterwards with regard to any issues experienced by the borrower, if required.
- The printed version of the Loans spreadsheet shall be signed by both Coordinator and borrower to verify return of the equipment.
- The Project Coordinator re-charges batteries if required upon return of the equipment. However, remind the borrower when taking the equipment that it is best to use the power cord wherever possible.