

Central Otago Oral History Project

Information for Interviewees



Our Central Otago way of life comes from our unique landscape and the experiences of people who have lived here. This is most vividly expressed in the stories of Central Otago people. The memories and experiences they share bring to life our community identity and heritage.

The aim of the Oral History Project is to benefit the community by increasing awareness of the value of oral histories and engage more people in preserving and sharing their experiences.

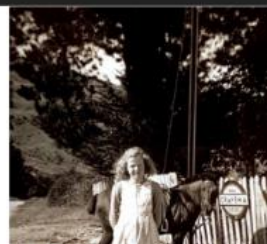
The project is managed by the Central Otago Heritage Trust who receive funding from Central Lakes Trust, Otago Community Trust and Lotteries to coordinate this project.

Oral history interviews focus on themes and topics that celebrate Central Otago's rich heritage. These themes and topics have been developed by the Central Otago Heritage Trust and the wider community. Your memories will be recorded in a relaxed one-on-one interview by a volunteer oral historian at a time and place that suits you. We will provide you with a copy of the recording for you to keep and share with your family.

All recordings are archived at Central Stories Museum and Art Gallery. A key goal of this project is to share oral histories with the community. We are excited to make the stories of Central Otago as widely accessible as possible through the Heritage Central Otago website. Your story will look like this:



Catherine grew up in Cardrona Village in the 1940s, her grandparents worked as postmaster and storekeeper, and her father worked on Waiorau Stn for the Lee family, later purchasing a farm on the banks of the Shotover River near Arthur's Point. Catherine recounts her time growing up in a remote rural village, and later describes her training at Teachers College, Bible College and Deaconess College, after which she became a Presbyterian Minister for the Upper Clutha region where she served for many years. Listen to 3 minute excerpt of Catherine's story.



Copyright is held by the Central Otago Heritage Trust, and online listeners are informed that copies of the recording may not be made.

Because the recordings are available online, we need to ensure that interviews do not contain content which may be defamatory or hurtful to another person. Please keep this in mind when you are sharing your story.

We will not place anything online without your permission. After the interview, please let us know if you feel uncomfortable with any part of it. We will be able to edit the recording to ensure you are completely happy with it. This will be documented in the *Recording Agreement* which you will be asked to sign after the interview.

Additional material that may be published online includes a short summary of the interview and any photos or scanned documents (such as newspaper clippings) that you have provided to support the interview.

Please be aware that due to the nature of online access, we cannot guarantee that the interview will not be copied by listeners.

Personal information such as dates of birth and any information you provide in the *Interviewee Information Form* **will not** be published on the internet. Some information may be made available to researchers or genealogists upon request to the Oral History Manager, once the Manager is satisfied that the request is genuine. If you prefer, we can specify your permission must be obtained before access to personal information is permitted. If this is the case, please note it on the Recording Agreement.

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Interviewee Information

*This information will not be placed online. It will only be accessible to members of the public on request to the Project Manager for the purposes of genealogical or biographical research, except for contact information and date of birth which will **not** be shared. Please complete the sections you are comfortable sharing with us.*

To be completed prior to the interview by the Interviewer or Interviewee.

Full Name	
Known as	
Address	
Email Address	
Phone Number	
Date of Birth	
Place of Birth	
Places lived	
Interests, hobbies, community involvement	
Education	
Employment	

Details of Spouse/Partner	
Details of Children	
Alternative Contact Details (name, address, phone number, email and relationship to interviewee)	

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File 01 Identification Script



Read out the following text at the start of the interview recording:

This is an interview with (full name)

for the Central Otago Oral History Project,

recorded at (place but not address)

on (date).

The time is

The interviewer is (your name).

I am using a Zoom H5 recorder and AKG C417PP clip on microphones

There is background noise from
(or state if there is no background noise).

This is file number 1.

Before we begin the oral history interview, (name of interviewee), I just want you to confirm that you understand that this interview is being recorded as part of the Central Otago Oral History Project.

The recording and accompanying documentation will be held at Central Stories Museum, in Alexandra, and with your permission published on the Central Otago Oral History website.

Access to and use of the recording and accompanying documentation will be subject to the conditions and any restrictions stated in the Recording Agreement which we will sign at the end.

Are you happy about that and willing to continue? (Interviewee answer).

Interview Checklist



To be completed by the Interviewer.

Interviewee		
Interviewer		
Date(s) of the interview		
Location of the interview		
Interviewee information form is completed (tick)	<input type="checkbox"/>	<i>Minimum requirement: all contact details, date and place of birth.</i>
Recording agreement completed and signed (circle)	Yes / No *	Restrictions **
<p>* Recordings cannot be accepted into the COOHP repository without a completed recording agreement. ** Any restrictions will need to be agreed to with the Project Manager prior to acceptance of the recording.</p>		
Privacy issues / sensitive content	<p><i>If something is said that may cause concern if published, discuss with the interviewee, note the issue and the recording time. It will be checked in editing. If there are no issues, write Nil.</i></p>	
Portrait: head and shoulders photo of interviewee (circle)	<p><i>Take a photo on your phone, text or email it to OH manager.</i></p> Yes / No	If no, reason why?
Supporting material	Other Photos (copies)	Documents (copies)
Numbers provided		
Interviewer has written/will write an Abstract (circle)	Yes / No	



Oral History Recording Agreement

Name of Project: Central Otago Oral History Project

Person Interviewed:

Date of Interview

Commissioner: Central Otago Heritage Trust

Interviewer:

1. Placement: I, the person interviewed, agree that the recording of my interview and accompanying material, prepared for archival purposes, will be deposited in Central Stories Museum and Art Gallery, Alexandra.

And copies may also be held by:

Notes:

2. Access: I agree that the recording of my interview and accompanying material may be made freely available for research at the above location, or a location approved by the commissioner.

Yes OR No

If No, I require that there be no access to the recording of my interview and accompanying material without my prior written permission until

Either: Release Date:

Or: Review Date:(select one only)

Notes:

3. Publication: I agree that the recording of my interview and accompanying material may be quoted or shown in full or in part; this includes broadcast, published work, use in public performances, podcasts, and electronic publication on the internet.

Yes OR No

If No, I require there be no publication of the recording of my interview and accompanying material without my prior written permission until

Either: Release Date:

Or: Review Date:(select one only)

Notes:

4. Copyright

Choose either

~~4a) Any copyright I own in the interview is retained by me, the interviewee~~

AND

~~(Complete if required) Any copyright owned by me at my death is assigned to:~~

Or

4b) Any copyright I own in the interview is assigned by me, the interviewee, to Central Otago Heritage Trust.

Notes:

5. **Privacy Act:** As interviewee I acknowledge that this agreement does not modify my rights and responsibilities under the Privacy Act 1993

6. Additional Information:

7. Signatures:

Person Interviewed Date:

Interviewer Date:

Commissioner Date:

8. Alternative contact (Optional):

If I am incapable of exercising any of my rights under the Agreement, please contact [INSERT NAME].

Notes:

1. All signatories to this *Oral History Recording Agreement* must comply with any restrictions on access/publication. This obligation applies to all copies of the recording and accompanying material, wherever they are held.
 2. The terms agreed to in this *Oral History Recording Agreement* may be amended only with the authority of the person interviewed. Any change must be registered with all holders of the interview and accompanying material.
 3. Commissioners, Interviewers and Repositories have responsibilities under the Privacy Act 1993.
 4. The Interviewee should be credited as the speaker in any use of the recording.
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