

# ORAL HISTORY INTERVIEW INFORMATION SHEET

Thank you for agreeing to share your memories and reflections with the archives! Your perspective is an important part of the larger school story and helps fill in the gaps left by traditional record keeping practices. The archives conducts oral histories so that these valuable perspectives can be shared with the community today, tomorrow, and into the future.

## TIMELINE

- Schedule interview time & place. (often after graduation for retiring employees, on campus in a quiet, cozy, well-lit space)

### One month (or more) before interview

- Interviewer sends narrator (you) a draft of questions

### One week before interview (interviewer will send reminder)

- Narrator (you) reviews questions, submits changes

### Day of interview

- Interviewer and Narrator sign [agreement](#) and [release](#) forms
- Interviewer records interview (duration ~ 1 to 2 hours; additional sessions scheduled as needed)

### After interview

- Interviewer sends interview recording to Narrator for review
- Narrator reviews recording and submits changes/textual clarifications to Interviewer within 30 days. (If Narrator submits no changes, Interviewer assumes Narrator approval)
- Interviewer finalizes and transcribes recording
- Interviewer sends copies of transcription and recording to Narrator
- Recordings are made available to users of the archives at the archivist's discretion

### Sample questions

- Describe your childhood; who were some of your early mentors?
- What path led you to Lakeside?
- Can you give me a sense of what was important to students/teachers/staff?
- Why do you think [program] was created/important?
- What are some of your most vivid memories of [project/program/class/event] and why?
- How do you see Lakeside changing/evolving into the future?
- What do you think are Lakeside's most important offerings and why?