

**Madison Library Oral History Project
Recording Log and Information**

Please fill out one Recording Log per interview. Be sure to ask the Interviewee to fill out a Written Release Form, included with the recorder packet.

Name of Interviewer: _____

Name(s) of Interviewee: _____

Other people present at interview: _____

Date of interview: _____

Place of interview: _____

Topic of Interview: _____

File name from recorder (see TASCAM DR-07 digital recorder guide for how to find file name):

Other information about interview or interviewee that may help us categorize or describe it in our digital archive:

Recording tips and guidelines

At the start of the recording, please be sure to begin with a brief statement that includes the date, the place of interview, your name, the names of the person or persons you are interviewing (plus any people there that may chime in), and the general topic of the interview.

For guidelines on conducting an interview and sample questions, see Library of Congress American Folklife Center's "Suggested Guidelines for Recorded Interviews" and StoryCorps' "Do-It-Yourself Instruction Guide" included with the recorder packet.