

Project Guidelines

Many of the tips have been obtained from Mary Marshall Clark "Oral History in a Time of Disasters and Pandemics" which has been linked under 'useful videos'.

Why Oral History?

- providing historical record of how people are/have been impacted by Covid 19.
- To ascertain how people within the community have been connected or disconnected by the events of Covid 19 and compare this to previous archival material at the time of different historical disasters/challenges.
- To understand and record the resilience of the community and the adaptations/changes that were made by individuals within the community.
- Allows departures from "fact" and instead follows the individual perspective and allows for different interpretations of the same event

Interviewing During Covid 19

- Recognise that there is ongoing anxiety about the future
- Important to distinguish different points of the pandemic that may have affected individuals

Interviewing Tips

- Convey sympathy without excess emotion and remaining at a distance as a researcher
- Convey sympathy without altering the direction of conversation ie telling your story of the pandemic
- Ensure generationality – have a representative sample which covers different ages within the community in order to compare impacts
 - o Asking how they think other people in the community are doing – gets their perspective on how they think other people are adapting
- Ask broad questions which allow you to be critical and discursive – such as where do you get your information?
- Acknowledge that oral history involves performing embodied work – you need to accept the silence

Oral History Principles

- Open ended design of questions
- Ensure you use follow up questions on what they are saying
- Have analytical questions
- Imagine the temporality of the question – how it applies to the individual now and how that may have changed throughout the pandemic.
- Be aware of how people 'make meaning' of their experiences and pay attention to the language used.

- Important to explore if the interviewee is consciously aware of any change in how they answer a certain question compared to before and after the pandemic i.e. a change of perspective on individual values, importance of community resilience and strength of community spirit.

Cataloguing:

Using a coherent cataloguing style will be useful as the project grows in scale. For example we used: SCA-VHS_001 which denoted SCA: Scottish Council on Archives VHS: Voices the Hebridean Story and 001 showing the number of interview.

This will be entered into a spread sheet with the interviewees name, date and location of interview allowing the interview to correspond to the catalogued name – consistency is key and maintaining the same format for all files will be helpful.

Using this same format with the edited and unedited file is also useful – eg SCA-VHS_001.v1 is the name of the edited file used for the website.

The Ethical Guidelines from the OHS – Necessary Documents

All three documents stated below from this project are available to view as a template under 'useful documents'. These were adapted using templates and guidelines from the British Library.

- Prepare a **participant information sheet** which includes:
 - What project is
 - Who will be conducting the research?
 - Purpose of the research
 - Why they have been chosen
 - What would they be asked to do if they take part?
 - What happens to data collected?
 - Options: use my name, use a pseudonym?
 - Your personal data
 - If any questions, please email...
 - What happens if I do not want to take part or if I change my mind?
- If you decide to do this then the digital file and any material relating to your interview, eg. Summary/transcripts/photographs will be deleted from the Digital Archive.
 - Duration of research?
 - Where will it be conducted?
 - When will research outcomes be published?
- Create a Recording Agreement Consent Form
- Create a Participation Agreement Consent Form

GDPR Six Principles to Follow from The Oral History Society

- The personal data should be processed **lawfully**, fairly and in a transparent manner in relation to individuals
- The data should be collected for specified, explicit and **legitimate purposes** and not further processed in a manner that is incompatible with those purposes. Further **processing for archiving purposes in the public interest**, scientific or historical research purposes or statistical purposes is considered compatible with the initial purposes
- The data collected should be **relevant** and limited to what is necessary in relation to the purposes
- The data should be **accurate** and, where appropriate, kept up to date
- The data should be **retained and stored** in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed. **But personal data may be stored for longer periods if it will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes**
- The data should be processed in a manner that ensures appropriate **security** of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.

Useful Links:

<https://www.ohs.org.uk/>

<https://www.oralhistory.org/remote-interviewing-resources/#case-studies>

<https://www.oralhistory.org/wp-content/uploads/2020/10/3c.-Web-Based-Recording-Platform-Document.pdf>

<https://coph.fullerton.edu/resources/remotointerviewing.php>

Useful Videos:

<https://www.youtube.com/watch?v=4S4nHwsUUal>

<https://www.youtube.com/watch?v=DbyRhAcj5Sg&t=4553s>