

ORAL ARCHIVES

**PRESERVATION
AVAILABILITY
OUTREACH**

PRESERVATION AND STORAGE

- ❖ **Acquire, preserve and make available**
- ❖ **Sought expert technical advice**
- ❖ **Analogue cassette tapes**
- ❖ **Approach new technology warily until assessed for long term preservation**

Preservation and Storage

- ❖ **Create unique historical records of enduring value**
- ❖ **Responsibility to ensure long term archival preservation**
- ❖ **Sound recordings – unique preservation problems**

Preservation and Storage

- ❖ **60 minute tape**
- ❖ **Tape on one side only**
- ❖ **Over 60 minutes too thin and likely to stretch and break**
- ❖ **Avoid accidental erasure or over recording – remove tabs on the tape**

Preservation and Storage

- ❖ **Duplicate each original recording, label and store the original and use the copy when transcribing.**
- ❖ **Preserve the original recording as a master copy.**
- ❖ **Every time a tape is played, its sound quality is diminished.**

Preservation and Storage

- ❖ **Store in clean, cool, dry environment.**
- ❖ **Stable temperature and relative humidity.**
- ❖ **Retard the deterioration process.**
- ❖ **Rewind at play speed every two years to prevent print-through.**

Steel Cassette
Tape Cabinet.
Tapes stored
separately





Drawer of Cabinet

Technological Dilemma

- ❖ **2007 – 200 interviews on cassette tape**
- ❖ **2007 – general production of tapes and standard recorders ends**
- ❖ **Maintain obsolete equipment or convert to more advanced format**
- ❖ **Huge advances in recording technology – audio formats in constant flux**

Tentative Plan

- ❖ **Use solid state digital recorders**
- ❖ **Multiple computer external hard disc drives now favoured over CD-ROMs and DVDs for long term storage**
- ❖ **Upload, rename, back up**
- ❖ **Copies for interviewee & transcribers**
- ❖ **Reformat memory card**

Tentative Plan Going Forward

- ❖ **Convert existing cassette tapes to audio files using cassette archiving equipment**
- ❖ **Security copy**
- ❖ **User copy**
- ❖ **Preserve master tapes**

CONVERT TO DIGITAL AUDIO FILES

- **ION AUDIO TAPE 2PC USB CASSETTE ARCHIVER**



Ethical and Legal Issues

Ethical Concerns

- ❖ **Informed consent**
- ❖ **Clearance or release form**
- ❖ **Signed at interview**
- ❖ **Standard format**
- ❖ **Interviewee consents, assigns copyright, imposes restrictions**

RELEASE FORM

- **I consent to be interviewed as part of the Mercy oral project.**
- **I consent to this interview being recorded on cassette/minidisk/digital recorder.**
- **I acknowledge that the recording of my interview will form part of the oral history collection of Mercy Congregational Archives. This recording will be transcribed and the interview and transcription will be stored in the archives. A copy of the recording and the transcription will be deposited in the provincial archives. I will receive a copy of the transcription.**
- **All or part of my recording may be used by the archives:**
 - **For public reference and research purposes**
 - **For educational use**
 - **For broadcasting purposes**
 - **As a source of information that may be published as a written work**
 - **To use the recording for any other purpose at the discretion of the Mercy Congregation**
 - **To make as many copies of the recording as are necessary for the above uses**
- **I hereby assign all or any copyright which I may hold in this recording to Mercy Congregational Archives and I grant all consent as required under the Copyright Act, 2000 and the Performers' Act, 1968 and I confirm that I will not require any fee thereunder.**
- **In addition, I waive all moral right which I might have in the recording under these Acts or any similar law of any country in the world.**
- **I agree that my recording may be made available for any of the above uses: (tick as appropriate)**
 - **With immediate effect**
 - **On my death**
 - **10 years after my death**
- **Signature of interviewee: _____**
- **Dated: _____**
- **Signature of Interviewer: _____**
- **Dated: _____**

Ethical Issues cont'd.

- ❖ **Commitment to best practice**
- ❖ **Inform interviewee of rights and interests**
- ❖ **Guard against exploitation of interviewees**
- ❖ **Give copy to interviewee**
- ❖ **Right of response and correction**
- ❖ **Respect access restrictions**

Access Restrictions

- ❖ **Impose closed period**
- ❖ **Limit use**
- ❖ **Be consulted about uses**
- ❖ **Restrictions imposed by archives if interviews contain confidential, defamatory references**

Legal Concerns

- ❖ **Oral interviews subject to copyright**
- ❖ **Assign copyright to congregation**
- ❖ **Included in Release Form**
- ❖ **Enables routine consultation of interviews as agreed with interviewee**
- ❖ **Enables use in publications, broadcasts, exhibitions or on internet**

Slander and Libel

- ❖ **Oral archives subject to the laws of defamation**
- ❖ **Slander in spoken word and libel in written word**
- ❖ **If defamed can sue interviewee, interviewer, custodian**
- ❖ **Deceased not subject to laws of defamation**

Indexing

- ❖ **Information accessible by subject**
- ❖ **Identifies gaps**
- ❖ **Identifies names and terms**
- ❖ **Index soon after the interview**
- ❖ **Index by obvious breaks – 5 minutes**
- ❖ **More details the better**

Transcribing

- ❖ **Locate information easily**
- ❖ **Time-consuming 10 hours for 1 hour tape**
- ❖ **Labour intensive and expensive**
- ❖ **Distortion – loss of accent, intonation**
- ❖ **Use standard format**
- ❖ **Standardize editorial practice**
- ❖ **Software available**

Interview Record

- ❖ **Personal file for each interview**
- ❖ **Full name, date of birth**
- ❖ **Place and date of interview**
- ❖ **Interviewer**
- ❖ **Project**
- ❖ **Equipment used**
- ❖ **Consent form**
- ❖ **Restrictions**
- ❖ **Correspondence**
- ❖ **If transcribed and indexed**

Availability and Outreach

- Who will use them?

- ❖ Personal - Affirmation**
- ❖ Obituaries**
- ❖ Congregational story and formation**
- ❖ Exhibits, publications, broadcasts**
- ❖ Researchers**
- ❖ Religious and social history**
- ❖ Outreach to schools and society**