Digital Oral History Methodology

Jennifer Keil, M.A. | California Delegate for SOHA
Cindy Keil, M.A. | Owner & Editor for Chisme Chick
Presenters’ Background

- Cindy and Jennifer Keil earned their Master’s degrees from CSU, Fullerton
- Started their business, Chisme Chick, in 2014 & owned a design firm in AZ
- Support non-profit organizations with interdisciplinary training
- Literacy and digital accessibility projects
Website

- Resource page
- Presentation is made available at: chismechick.com/resources
- Project checklists, links to oral history organizations
Website Design

- Initial contracted project
- lagunawoodshistory.com
- Researcher mindset
- Collections page
WordPress

- .org versus .com
- Themes
- Plug-ins
- Select domain name
- Hosting costs
- Google Analytics
Partnership

- Institutional home
- Proposal with budget
- Mission statement
- Candidate guidelines
- Project Coordinator to arrange narrators
- Host site for meetings

Morris Meadow, LWHC Project Coordinator
Pre-Interview

- We conduct these at the host site or via Skype
- Review agreement forms, procedures, and equipment
- Speak with narrator for background information
- Request photos with dates and captions

Hanne Parks. Balboa Island Museum
Interview

- Record video and audio in sound controlled environment
- Arrive early for set-up
- Test equipment before filming
- Fill out forms before the interview

Three point lighting system
Equipment

- HD cameras with tripods
- Microphone and audio recorder
- SD cards
- Headphones: audio levels
- Lighting system

Lee Bevilacqua, 99-year-old resident of Laguna Woods
Three Point Lighting System

- Key light
- Fill light
- Back Light
Transcript Technology

- Adobe Premiere
- Express Scribe
- Foot pedal
- Headphones

Express Scribe transcription software
Post Production

Evelyn Shopp, Laguna Woods History Center Secretary
Editing Guides

- Word-for-word transcription reviewed by the Narrator
- The documents are typically emailed to them directly for preliminary review and clarity
- The final versions are then provided to the LWHC
- Documents uploaded to WordPress hosted website and deposited into the physical archive
- See Baylor University Style Guide for more information
Archive

- Save raw videos, audio, photos, and other media to network with standard naming system
- Place data on external hard drive
- Copy files to CDs and DVDs
- Save data to cloud service (Dropbox, GoogleDrive, MyCloud)

Balboa Island Museum Oral History Project with Alice Dear who served as the organization’s Archivist.
Community Oral History Project

- Featured Collection
- Provide all final versions of media on site
- www.lagunawoodshistory.org/oralhistories/community
Video Sample

Robert Merritt,
Channel 6 Host
SoundCloud or YouTube Channel

- Upload to publicly accessible server
- Easy to share
- Prepares media for OHMS
Oral History Metadata Synchronizer (OHMS)

- Website and server
- YouTube link
- Recording Log
- Transcript
- www.oralhistoryonline.org

Bob Ring, former Laguna Woods Mayor
SOHA Blog

Project updates, conferences, workshops, exhibits, and more!

sohanews.wordpress.com
Contact Us

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