

Veterans History Project

Dear Court Reporter:

I appreciate you giving of your time and talents for the Veterans History Project.

When you complete each Veteran's interview, please make sure you have two **Veteran's Biographical Data Forms** and two **Veteran's Release Forms** as well as two **Interviewer's Release Forms**. The Library of Congress (LOC) will not accept the interviews without these forms, and neither will the Illinois State Library.

I am attaching for you a **Guide to Transcribing and Editing** the interviews, together with the forms you will need. In the **Guide**, you will see the formatting the LOC prefers, the cover sheet, the body of the transcript, etc. There are samples at the end of the **Guide**. Place each Veteran's transcript, CD of the Veteran's transcript, audio, and all forms in one envelope. If you have two interviews, then you will need to send two different envelopes.

One completed packet goes to Irene Cahill, Veterans History Project Coordinator, 8224 Old Court House Road, Vienna, VA 22182-6272. The second packet goes to Cheryl Walker, Library Automation and Technology, Illinois State Library, 300 South Second Street, Springfield, IL 62701.

Please feel free to use these same forms to take Veterans' interviews in your area whenever you can. These are valuable stories which we are losing every day.

Again, thank you so much for your time in helping us to preserve a little bit of our history by capturing these heroes' stories.

(Your name, address & contact information)

COVER LETTER

Date ___/___/___
mm dd yyy

Contributor's Name _____

Organization _____

Address _____

Phone (____) _____

Email _____

Dear Veterans History Project Staff:

Enclosed, please find a total of _____ Veterans History Project collections for the following veterans.

Veteran's Name

Materials Enclosed

I have reviewed the following checklist to ensure that each of my collections meets VHP's minimum requirements.

SUBMISSION CHECKLIST

- | | |
|------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Original, unedited interview/materials | <input type="checkbox"/> Veteran's Release Form (p. 7) |
| <input type="checkbox"/> Recordings last at least 30 minutes | <input type="checkbox"/> Interviewer's Release Form (p. 8) |
| <input type="checkbox"/> One recording per media format (CD, DVD etc.) | <input type="checkbox"/> Audio and Video Recording Log (p. 9) |
| <input type="checkbox"/> Materials meet minimum quantities (p. 1) | <input type="checkbox"/> Photograph Log (p. 11) |
| <input type="checkbox"/> Biographical Data Form (p. 5) | <input type="checkbox"/> Manuscript Data Sheet (p. 12) |

Signed,

**REQUIRED
COURT REPORTER'S RELEASE FORM**

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS, AND PHOTOGRAPHERS
(Please circle appropriate category.)

I, _____, am a participant in the Veterans History Project (hereinfter "VHP") of the Illinois State Library (a division of the Office of the Illinois Secretary of State). I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans and of those who served in support of them, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Illinois State Library. These oral histories and related materials serve as a record of American Veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the Illinois State Library plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Illinois State Library ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Illinois State Library at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Illinois State Library and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Illinois State Library deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

ACCEPTED AND AGREED

Signature _____ Date _____
Printed Name _____ month/day/year

Signature of Parent or Guardian (if interviewer is a minor) _____ Date _____
Printed Name of Parent or Guardian _____ month/day/year

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) - _____ Email _____

Name of Veteran _____

Partner organization affiliation (if any) _____

REQUIRED

INTERVIEWER'S RELEASE FORM

(See reverse for Veteran's Release Form)

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS AND PHOTOGRAPHERS

(Please circle appropriate category.)

I, _____, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans and of those who served in support of them, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the American Folklife Center plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

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ACCEPTED AND AGREED

Signature _____ Date _____
month/day/year

Printed Name _____

Signature of Parent or Guardian (if interviewer is a minor) _____ Date _____
month/day/year

Printed Name of Parent or Guardian _____

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) _____ Email _____

Name of Veteran _____

Organization affiliation (if any) _____

Library of Congress American Folklife Center VETERANS HISTORY PROJECT

ACCEPTED MEDIA AND FORMAT STANDARDS

Use the highest-quality recording equipment available to you. The Library of Congress requires that you submit unedited materials in their original format. Recordings must be **at least 30 minutes** in length. Record only one interview per media. Do not write on, add labels to or copy protect any CD or DVD.

VHP accepts the following media:

- Digital Video (DV)
MiniDV, DVCAM, DVPRO
- DVD-R Video
- Audio Cassettes
- CD-R Audio
- Flash Drives

Use the following file extensions:

- WAV on CD-R or a Flash Drive
Specifications: 96 kHz, 24-bit (suggested) or 44.1 kHz, 16-bit
- MPEG-2 on DVD-R or a Flash Drive
Specifications: at least 3Mbps, with a spatial resolution of 720x486 at 30fps or the highest your set-up allows.
- MPEG-4/H.264 on DVD-R or a Flash Drive
Specifications: at least 3Mbps, with a spatial resolution of 720x486 at 30fps or the highest your set-up allows.
- TXT/RFT on CD-R, DVD-R, or a Flash Drive
Specifications: 600 dpi (suggested) or 300 dpi
- TIF/JPG on CD-R, DVD-R, or a Flash Drive
Specifications: 600 dpi (suggested) or 300 dpi

Contact vohp@loc.gov with any questions.

SUBMIT

Prior to submitting a collection, make two copies of the interview and other materials. Keep one copy for yourself and give one to the veteran. To avoid damages caused by the Library of Congress' special security screening process, **do not use the U.S. Postal Service**. Place your items in a box, enclose a cover letter (p. 4) and use one of the following submission options.

► Option 1

Use a commercial carrier* (e.g., FedEx, UPS, etc.), and deliver to:

Veterans History Project
The Library of Congress
101 Independence Avenue, SE
Washington, DC 20540-4615

**Do not pay extra for expedited service. Use "ground" or the least expensive delivery option.*

► Option 2

Hand-deliver:

Stop by the address above, Room LM-109 of the Madison Building, weekdays between 10:00 a.m. and 3:00 p.m. Eastern Standard Time, and a VHP representative will assist you. Call (202) 707-4916 in advance.

PROCESS

Once your materials are received, they will go through a process that may take up to four to six months.

1. **Review** – VHP staff will review your materials to ensure they meet minimum requirements. Materials that do not meet VHP's minimum requirements will be dispositioned (returned to the contributor) within eight to 10 weeks.
2. **Acknowledgement** – VHP staff will acknowledge receipt of your materials via postcard within eight to 10 weeks.
3. **Data Entry** – VHP staff will enter details about the veteran and the materials into an internal collections database, which is used for research purposes.
4. **Archiving** – VHP staff will carefully label, preserve and store your materials in a temperature- and moisture-controlled environment to ensure they will not degrade.
5. **Creation of Online Record** – VHP staff will create an online record for the veteran, accessible through a search of the online database at www.loc.gov/vets. In addition to details about the veteran's military service, the online record also will include the contributor's name and affiliation. Every veteran receives an online record; however, some collections are digitized and made fully-available online and identified by a "VIEW DIGITAL COLLECTION" button.

REMEMBER THE DO'S AND DON'TS

DO

DON'T

DO Send only original, unedited materials	DON'T Send photocopies, scans or edited materials
DO Send recordings that last at least 30 minutes	DON'T Send recordings that last fewer than 30 minutes
DO Conduct interviews in a quiet, indoor location	DON'T Conduct interviews outside or in noisy areas
DO Set up the recording equipment in advance	DON'T Adjust equipment/zoom during recording
DO Interview U.S. military veterans	DON'T Interview non-U.S. military veterans
DO Record veterans' firsthand experiences	DON'T Record or disclose private information or numbers
DO Send photographs and written materials	DON'T Send uniforms, dog tags or other artifacts
DO Place CDs and DVDs in labeled cases or envelopes	DON'T Label or write directly on CDs or DVDs
DO Ensure CDs and DVDs are playable before sending	DON'T Copy protect CDs or DVDs
DO Submit all required forms for each veteran	DON'T Submit materials without required forms
DO Enclose a cover letter with each package	DON'T Submit packages without a cover letter
DO Use a commercial delivery service	DON'T Use regular U.S. Postal Service
DO Use "ground" or least expensive delivery option	DON'T Pay extra for expedited delivery option
DO Submit deceased veterans' materials	DON'T Submit proxy interviews on behalf of veterans
DO Submit one veteran's interview per media	DON'T Submit group/multiple interviews on one media
DO Wait four to six months to view online record	DON'T Expect online record to appear immediately
DO Participate if you are in grade 10 or higher	DON'T Participate if you are in grade 9 or lower
DO Request a Spanish/English Field Kit if needed	DON'T Submit non-English interviews or forms
DO Voluntarily participate with VHP	DON'T Request/accept payment to participate with VHP



DO NOT SUBMIT MATERIALS BEYOND THOSE SPECIFIED.

Should any part of the collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or elsewhere within the Library, the Library may dispose of such material in accordance with its procedures for disposition of materials not needed for the Library's collections.