

## 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](http://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**

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

## 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 [volhp@loc.gov](mailto:volhp@loc.gov) with any questions.