

Idaho Oral History Center Criteria for Accepting Audio Recordings

Recordings submitted to the IOHC **must**:

1. Be clearly audible. Standard cassette tapes and digital audio .wav files (recorded at 16 bit, 44.1 kHz or higher) will be accepted. Tapes must be clearly labeled. Digital files must be logically named. Other formats will be considered on a case-by-case basis.
2. Be accompanied by a completed legal release, signed by both interviewer and narrator. If the release is not the IOHC's own form, a transfer of ownership form can be used to give the IOHC rights to catalog and use the material. Exact wording must be negotiated with IOHC staff.
3. Contain sufficient new information and detail to warrant processing.
4. Include a dubbed-in or written introduction which identifies:
 - Who is being interviewed
 - Name of interviewer
 - Place and date of interview
 - General subject of interview

Donors are **strongly encouraged** to include some or all of the following:

1. A completed personal data sheet for each narrator.
2. A summary by minute or meter number.
3. A transcript (final or rough draft).
4. Interviewer's notes, and any other associated paperwork.
5. A photograph of the narrator.

Recordings **must not**:

1. Be based on published material or unpublished manuscripts that are read into the recording.
2. Consist primarily of genealogical information that is already included in other documents.

Recordings of written presentations, poetry readings, plays, or music are not considered part of the Oral History collection. Such materials will only be accepted on a case-by-case basis.