

INTERVIEWER GUIDE

Make sure the contributor has signed a Consent and Permissions Form and completed the Demographic Survey sheet (though this isn't mandatory)

Make sure they have an ID number (top of the Consent and Permissions Form)

THE INTERVIEW

1. Talk to the contributor about their stories and objects and record their answers on a Story Form(s)
2. Record object information on the Object List
 - Assign one raffle ticket to each object/group of objects
 - Give other part of raffle ticket to contributor
 - Record all objects/groups on Objects List (one list per visitor)
 - Place all objects and all forms in a tray/box
3. Work through the Further Questions (if contributors are willing)
4. Most interviews should last around 20 minutes. If you identify a potentially rich interview, ask the visitor if they would be happy to discuss their story/objects further (but still complete the Story Form). If they agree, check the 'Longer Interview?' box on the Story Form.

IF YOU HAVE AN AUDIO RECORDER...

1. Position the microphone near to the interviewee but away from any unwanted sound (such as computer fans)
2. Always speak towards the microphone
3. Ensure the device has sufficient battery power
4. Ensure the recording device or the SD card has sufficient space to capture an interview
5. **IMPORTANT:** Read out an introduction at the start of each interview/audio recording. Your introduction should include:
 - a. The name of the contributor
 - b. The date
 - c. The location of the Digital Collection Day
 - d. The name of the interviewer

e.g. "This is Samantha Smith at the Their Finest Hour Digital Collection Day in Bradford on the 5th December 2023, and I am interviewing Alfred Smith..."