

## **Guidelines for Conducting Oral Histories at Haverford College**

1. Oral History Interviewees are selected based on their association with the College. We prefer those who have had an association that goes back at least 25 years.
2. Interviewees should be asked to sign the attached release form. Ideally, interviewees should sign without restrictions. Some may wish to put restrictions based on time, such as life of the interviewee or someone mentioned in the recording.
3. Let the interviewee know that we normally put Oral Histories on the open web, in the following location:

<http://thesis.haverford.edu/dspace/handle/10066/1597/browse?type=author>

4. The following text should be read or paraphrased to the interviewee before recording:

*Thank you for agreeing to be interviewed. We are attempting to develop an oral archive of the College's history and memory. I will record the interview, but at any moment that you would like, I can turn off the recorder.*

[Begin recording]

*Today is [Month, Day, Year] and I am [interviewer's name and affiliation] interviewing [interviewee's name] at [location]. I will begin with some specific questions, then leave plenty of time to cover what you feel is important.*

Sample questions:

1. Can you tell me about yourself, your background, and, briefly, your relationship to the College.
2. Please tell me where you were born and grew up, where you were educated.
3. How did you first come to know Haverford College?
4. When did you come to Haverford College? What are the circumstances of your becoming connected to the community?
5. What did you know about Quakers before you knew Haverford?
6. Did it matter to you that Haverford was a Quaker college? Did it come to matter?
7. What are your first impressions of the College? Things that were positive? Anything you found less positive?
8. To what degree were your first impressions born out?

9. If you came here to work, what were you hired to do? Did your responsibilities change over time?
10. Please try to recall the physical plant, human community, campus atmosphere, and activities from your earliest time at Haverford. What were campus buildings like? How were particular buildings used? How many people were there on campus? What were some of the characteristics of these people? Class schedules? Meeting for Worship? Meals? Sports events?
11. How would you describe your years at Haverford? Could you give some specific illustrations of events/procedures/people? Why were these so memorable?
12. Were there any curriculum changes while you were at Haverford? Changes in academic atmosphere?
13. How did co-education affect the campus?
14. How did being part of the Haverford community affect or interact with your family or social life?
15. How did events in the world outside the campus (e.g., war, politics, etc.) play out on campus?
16. What is a memorable outside of classes?
17. What do you remember of “campus lore”?
18. Did you keep a journal or diary while on campus?
19. What did you go on to do when you left Haverford?
20. Have you kept in touch with campus individuals over the years?
21. [Specific questions relating to the interviewee]

Thank the interviewee for his/her time while still recording. Let him/her know that there will be an opportunity to review the recording after it has been processed.