

New Oral History Project Proposal Worksheet

USF Libraries – Tampa Special Collections

This document serves as a proposal for new Oral History Projects that seek to be archived with USF Libraries. The form will gather crucial information to facilitate project initiation including the project's management, objectives, scope, and timeline.

Submit all new project requests to Amanda Boczar, Associate Director for Digital Initiatives. Email completed proposal to digitalcommons@usf.edu.

Official Project Name Note: This will be used to generate a permanent URL and cannot be changed. Project Managers should work with the donor to ensure this is accurate and final.	
Project Manager Who is the main point of communication between USF and the donor(s)?	
Oral History Interviewer(s) Who is conducting the interviews?	
Scope How many oral histories are expected in the collection (3 or more) and what is the proposed length of each?	
Project Overview Provide a short (less than 100 word) description of this project for use on the Oral History Collection webpage. This should include the significance of this oral history collection to Special Collections' strategic collecting areas.	
Deadlines List deadlines requested by the donor(s). NOTE: These will require additional approval and possible fees. See main OHP management documents.	
Partners Does this project involve community or collection partners?	
Key Personnel & Job Description Describe individuals who consent to work on the project and their roles. NOTE: It is expected that the Digital Collections Unit will ONLY perform training, audio editing, transcription, and publication unless stated here. If additional assistance is needed, please address that in advance of approval.	

<p>Training Is training needed for this project? Specify: theoretical, project development, equipment, and/or technique.</p>	
<p>Funding Will this project require a fee (or is the donor planning to support this project)? If so, please identify contact information for the source. NOTE: An additional meeting between the Project Manager (USF) will be required with the Curator for Digital Collections ahead of any project requiring a fee.</p>	
<p>Supplemental Material Will this project include supplemental materials including photographs, archives, etc. that will need to be uploaded at the same time as the oral history collection? NOTE: Supplemental materials should be vetted through standard donation practices for either archives or born digital materials.</p>	
<p>Approval - Curator for Digital Collections List date approval obtained</p>	
<p>Approval - Director of Special Collections List date approval obtained</p>	

Communication

The Digital Initiatives unit will review your request and respond within two business weeks. If approved, it is important that the listed Project Manager maintain contact with the donors or donor institution to keep the project moving forward and on schedule.

Submission of Files

After your approval is complete, the Coordinator for Oral Histories will supply the Project Manager with a Box Folder where they can submit the audio files, consent forms, and approved supplemental materials. Once audio files and their related consent forms are submitted, they will immediately move into the queue for processing. If there is a reason to delay the processing, it is the Project Manager should communicate that information. Processing of a new oral history may take up to four months, depending on current backlog.

Timeline and Uploading of Collection

Projects that fall behind an agreed schedule may need be delayed if other projects are submitted. If there is a delay, the Project Manager can communicate those delays to the Digital Initiatives unit to work toward a mutual solution. Once at least three of the oral histories are completed, the Curator for Digital Collections will create the Digital Commons page for the project and the Coordinator for Oral Histories will upload the materials and share the link with the Project Manager.