

HISTORIC HAMBLEDON

Oral History Project

Hambledon History Group

Project Summary

Develop the processes, training and infrastructure required to interview villagers, record their memories of life within Hambledon, and secure them for future generations within a digital repository, to use for events, the village website, and posterity.

Introduction

Hambledon is recognised as an historical village whose story goes back to the Neolithic and Bronze Age. Hambledon's story is not only composed of places – the landscape, thoroughfares and buildings but also, most importantly, its people.

We have a range of stories telling of individuals and families going back many decades. But in the modern era its people have been recorded on film and on taped interviews and digital media. Some of it has been done professionally by national broadcast media but also individuals have recorded conversations for village events or just out of curiosity. So the History Group has access to a fascinating but sometimes un-curated collection of recordings.

Recognising the power of a person telling their own story with their own voice, the History Group is launching the Oral History Project. Its mission is to crystallise the living memories of Villagers to bring the story of the Village to life. And these stories will be an archive that will grow over time and be accessible via the new Historic Hambledon website.

While the individuality of each interviewee must be maintained, we will have a consistent methodology using high quality equipment and a careful archiving procedure to secure the content and to index it for straightforward retrieval /replay.

Hambledon's remarkable history will then be told by the people who lived it and who can retell the stories of their ancestors in person and that repository will inform and inspire Hambledon people today and in the future as they listen to the memories of soldiers, sailors, explorers, farmers, shopkeepers, broadcasters, engineers, clinicians, clerics, artists and even some of our village children and hopefully every different way of life will be recorded for posterity.

Project Organisation

Team

Project Lead (PL) – Identifies suitable candidates to interview and sets dates.

Interviewer Team – All of the suitable, available and trained interviewers.

Interviewers (I) – Person undertaking the interview.

Technical Lead (TL) – Responsible for supporting the project technically, recording equipment and saving the digitised content.

Workflow

Identify candidates/interviewees. (PL)

Choose interviewer from Interviewer Team
(Availability/suitability)(PL)

Make contact, have initial chat with Interviewee (save notes), agree date and let team know. (I)

Prep equipment pack including microSD cards (TL)

Interview! (I)

Review recording noting timecodes (I)

Return equipment, recording and notes to TL(I)

Save recording and notes to Hard Drive, check quality and backup to cloud. (TL)

Check List for Interviewer

Before the Interview

Make sure interviewee understands the purpose and nature of interview.
Ask if they have photographs (particularly of their home/family) and other material for the interview.

Outline where the recording and/or photographs will be held, what they will be used for, and lightly discuss topics checklist (take notes).

Mention that they will be asked to sign a consent form.

Agree a suitable time and (quiet) location and suitable for interview.

Ring to confirm date and time just before interview.

Liaise with the TL to arrange collection of the equipment.

Test the equipment before the interview.

On the Day of the Interview

Take all the equipment: Audio recorder, mains lead and/or batteries, including spares, and memory card/s

Paper and pen for notes

Camera

Consent form.

Topics Checklist.

Choose quiet room, if possible, but where interviewee is comfortable.

Make sure it is not echoey!

Take time to settle down, put interviewee at ease, explain the process.

Do not accidentally start the interview!

Get consent/ copyright form signed *

Collect photographs if appropriate (get consent for copying, reproduction)

Set up equipment - explain to interviewee to demystify it

Remember to switch on equipment, and check there is an SD card fitted.

Switch off your mobile phone (the signal interferes with recording) and ask the interviewee to switch off their phone.

Switch on the recorder and check that the screen shows:

MP3 192K	80Hz	OFF	ON
AUDIO	LOCUT	LIMITER	AUTOLEVEL

As you talk you should see the display move. There should be over 360 minutes of available recording time.

Press record (you should see a red light) and let the system run.

Begin recording by saying your name (interviewer) date and place, then replay to yourself over headphones to check it was all okay.

The Interview

Press record again and make sure the counter runs on the screen.

Ask the interviewee to introduce themselves and say their name and some simple details (address etc). If possible, ask that they put the question in the answer (harder for older people but try different ways of achieving that).

Make sure you are clear and listen carefully. Remember that your job is to guide the interviewee and not to take over.

Listen out for noises that might affect the recording, tapping the table or nervous taps, legs kicking, music/radio from other rooms, TV etc.

Use non-verbal body language to show interest.

Be flexible in questioning to allow for unexpected stories but try use the Topics checklist (Annex A) plus any other notes from your pre-chat to guide you.

Allow silences and pauses to give interviewee time to think and recollect!

Be sensitive to tiredness - both yours and the interviewee's.

At the end of the interview, press stop on the recorder. You might want to stay and chat to allow interviewee to unwind.

Collect photographs if appropriate (get consent for copying, reproduction)

After the Interview

Either by using the microSD card, and card reader to transfer recording onto your computer, or replay the interview from the recording device, listen back to the interview taking notes of the timecodes for key points.

EG –

7 mins – Early life in Hambledon

12 minutes – Mrs Smith the teacher

23 minutes – Starting work at the Brewery

Ideally these should be put into a word document.

Return equipment, SD card, Consent form, timecodes, photographs taken, back to the TL.

Send 'Thank you' message to interviewee.

Final tasks

TL to check equipment and prep for next usage, back up the SD card, plus notes etc to a hard drive, and to the cloud.

Annex A

Topic Checklist

HISTORIC HAMBLEDON

Oral History Group – Suggested Topics

Generic

- Name, where born, how long in village
- Earliest memories
- Where did they live – history of their house?
- Family – parents, family or other connections in village
- Friends
- Notable people (Postman, policeman)
- School – Hambledon?
- Their home (Photo)
- What was their job

Specific events Dependent on age: (*maybe using a photo to discuss)

- War
- Postwar
- Harvests
- Jubilees
- Shops and businesses
- Drama and other events in the village
- Pubs and breweries
- Weddings and other events in the church
- Falklands War – Royal Navy
- Floods
- Pandemic

***If possible, please ask to borrow any relevant material being talked about or anything the interviewee would like us to have that may be of interest to the group. All items should then be returned with the equipment for scanning/photographing to be used alongside the finished recording with a summary of the interview.**

Annex B

Consent Form

HISTORIC HAMBLEDON

Ownership of Rights in Audio, Voice and Video Recordings

I agree to be interviewed and recorded by the Hambledon History Group. I give them licence to edit and use a recording of the interview upon its creation for potential inclusion in village records, the website and for events.

Signed:

Printed Name..... Date: / /

Annex C

The Recording Equipment

Equipment List

Zoom H1N Recorder with case

Small tripod

Foam anti spit guard.

Spare batteries

Card adaptor

Spare MicroSD card

Card reader

USB Cable

Ownership of rights forms