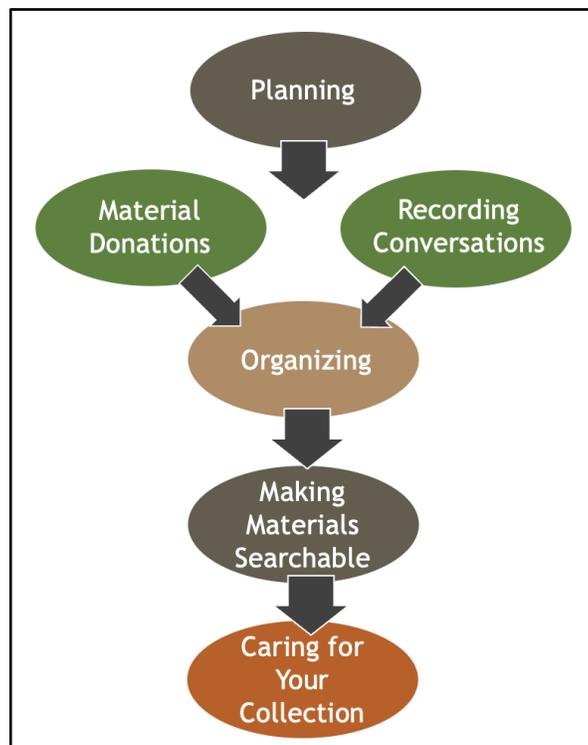


Chapter 3.1 Video Transcript Intro: RECORDING CONVERSATIONS

Welcome to Chapter Three: Recording Conversations

After our initial discussion of your planning questions, we launched into setting up your process for receiving donations. Now, before we go any further, we want to pay attention to a special kind of donation to your archival collection: recorded conversations with people in your community.



In the Introduction for the previous chapter, we laid out three situations in which you may find yourself:

- 1) You've got the material you need or want already, and you're not actively seeking any more material for this collection; or
- 2) You've got *some* material, but you want to seek out additional material to add to it; or
- 3) You're starting from scratch in seeking out and collecting material for your collection.

If you're in the first category, and you're really not going to be looking for or accepting any new material, you may not want to record any conversations or capture any personal stories either.

If so, you can move on to Chapter 4. However, if you are in either of the latter two situations, we think you'll find this chapter useful.

In this chapter, there are two videos for you to work your way through: the first video—***What You Need to Know: Recording Conversations***—provides some important background information and will set you up to successfully record some wonderful conversations with members of your community. We recommend you watch this video first to inform your viewing of the second video.

The other video—***Using the Spreadsheet***—will walk you through all the steps of recording a conversation successfully and getting a signed release form. We'll continue in a different tab of the same spreadsheet tool we introduced in the last chapter.

And look for the Chapter 3 Resources PDF that provides transcripts of each of the videos as well as summaries of key information from these videos.

So, let's begin!