

BIOGRAPHICAL FACT SHEET & METADATA FORM

This form should be completed by the Interviewer as close as possible to the date the oral history interview was conducted, and all applicable sections should be filled out to the best of their ability.

Why is metadata important for oral history?

Metadata is “data about data.” It provides important context for oral history interviews, and helps improve accessibility and discoverability for researchers. Jones Memorial Library (JML) will collect 4 different types of metadata:

- **Descriptive metadata:** the “who, what, and why;” i.e., information about the interview, its participants, and/or the topic(s) discussed.
- **Technical metadata:** information about the audio, video, or other digital files that were created for this interview; including file types, equipment used.
- **Administrative metadata:** information about rights management; including the Oral History Agreement.
- **Structural metadata:** information about how the different parts of the interview relate to the whole.

Date form completed:
Project name:

CONTACT INFORMATION

Interviewer name	
Interviewer contact information (address, email, telephone)	
Relationship to JML	

Interviewee name	
Interviewee contact information (address, email, telephone)	
Subject of Oral History	

Was anyone else present for the interview?	
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List their names, their relationship to the interviewer/interviewee, and contact information.	
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INTERVIEW DESCRIPTION

Interview Abstract (3-5 sentence description)	
Subject tags and Keywords (separated with commas)	
Signed Oral History Agreement (Y/N)? Include File Name(s), if applicable.	
Transcript of Interview or Log (Y/N)? Include File Name(s), if applicable.	
Related resources	

DIGITAL FILE METADATA

File Name(s)	
File type(s) (.mp3, .wav, etc.)	
Interview Duration [in 00:00:00 format]	
Interview Location	
Equipment used	

BIOGRAPHICAL INFORMATION

Interviewee Date of Birth	
Hometown	

Background Information: schools attended, spouse name, children	
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Relationship to Lynchburg or surrounding area	
Church or club affiliations	
Today's main topic of conversation	

ADDITIONAL NOTES: