

The Library of Congress

VETERANS
HISTORY
PROJECT



FIELD KIT

Conducting and Preserving Interviews

Library of Congress
American Folklife Center

*The Veterans History Project collects and preserves personal stories and
other documents from America's war veterans.*

The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress, one of the world's most respected research and cultural institutions.

VHP's mission is to collect, preserve and make accessible the personal accounts of American wartime veterans so that future generations may hear directly from veterans and better understand the realities of war.

Who – Veterans who served in the United States military, in any capacity, from World War I through the present and are no longer serving are eligible to participate, regardless of branch or rank. Civilians who served in support of a United States war effort in a professional capacity also are welcome to participate. As contributors to this national preservation effort, volunteers from around the country interview veterans and collect first person narratives. Any individual or organization may participate, including family members and friends of veterans, students in grades 10 or higher, high school and university educators, authors, veteran service organizations, places of worship, retirement communities, Scout troops, local businesses and professional associations.

What – VHP accepts veterans' personal narratives in the forms of original, unedited audio- and video-recorded interviews, photographs, letters, diaries, journals, military documents, two-dimensional artwork, maps and unpublished memoirs that meet minimum requirements.

When – Any day is a good day to share, record or submit a veteran's story. Begin today.

Where – VHP participation is occurring all over the United States, in every Congressional district and U.S. territory. Conduct VHP interviews in any quiet, indoor location such as a home, private office or conference room.

Why – As a primary source, researchers, scholars and educators rely upon VHP collections. These oral histories, photographs, manuscripts and other original materials are a rich supplement to historical texts and a valued cultural resource. Veterans' family members treasure the memories that are permanently preserved at the Library of Congress for future generations. Please contact VHP at least one week in advance to schedule an appointment to research or view collections on-site. Call (202) 707-4916.

How – Sit down with a veteran and conduct a video- or audio-recorded interview about his or her military service. Or, submit a collection of original photographs or documents that tell the veteran's story from his or her perspective, even if the veteran is deceased or unable to share an oral history. Remember to submit originals only and to follow the 30-20-10 Rule (p. 1).

Continue reading this Field Kit for details on how to prepare (p. 1), how to participate (p. 1), what to ask during an interview (p. 2), how to submit collections (p. 3), which forms are required for submission (pp. 5-12) and which media and recording formats are acceptable (p. 13).

If you have questions, contact the toll-free message line at 1-888-371-5848 or email vohp@loc.gov.

Visit VHP online at www.loc.gov/vets.

Thank you for helping to preserve history for the Library of Congress Veterans History Project!

PREPARE

- ▶ Visit the Veterans History Project website, www.loc.gov/vets.
 - View the 15-minute Field Kit Companion Video.
 - Search the collections database, and view online collections.
 - Print additional forms and Field Kits.
 - Register for the VHP RSS feed.
- ▶ Read this entire Field Kit to become familiar with the process and requirements.
- ▶ Veterans:
 - Complete the Biographical Data Form (p. 5) and Veteran's Release Form (p. 7).
 - Search your home for photographs that may help share your story (p. 11).
 - Search your home for documents to help you write and submit an unpublished memoir (p. 12).
- ▶ Volunteers / Interviewers:
 - Complete the Interviewer's Release Form (p. 8) and all other required forms (pp. 9-12).
 - Secure a quiet location for the interview.
 - Carefully review the Accepted Media and Format Standards list (p. 13).
 - Test recording equipment for sound and lighting before each interview.
 - If possible, meet with the veteran in advance to review forms and help formulate interview questions that are personalized to the veteran's experience (p. 2).

PARTICIPATE

- ▶ Share your story if you are a veteran. Simply sit down with a friend, peer or loved one and record a conversation about your military experiences for **30 minutes or longer**. Or, you may contribute your unpublished, original memoir (p. 12).
- ▶ Interview a veteran in your family or community. The interview process requires the forms from this Field Kit, an interviewer, an interviewee and a recording device. See p. 2 for a list of interview questions. See p. 13 for a list of acceptable media and recording formats.
- ▶ Collect a veteran's original photographs, letters and other historical documents. Be sure to submit the corresponding forms with each (pp. 11-12).
- ▶ Remember to submit originals only, and to follow the 30-20-10 Rule. Materials that fail to meet at least one of the following minimum requirements will be returned to the contributor:
 - 30 minutes is the minimum length required for recorded interviews.
 - 20 pages is the minimum number of pages required for memoirs, diaries or journals.
 - 10 is the minimum number of photographs, letters, maps or pieces of artwork and the minimum number of pages required for military documents.
- ▶ Collaborate with other individuals or organizations. VHP's official Founding Partner Program closed in 2009; however, you are encouraged to combine resources with others to collect these priceless stories for posterity.
- ▶ Allow eight to 10 weeks for VHP to acknowledge receipt of your materials, and allow four to six months for VHP to create the veteran's online record at www.loc.gov/vets.

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HISTORY PROJECT PAGES

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VETERANS HISTORY PROJECT

HOW TO PARTICIPATE

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Conduct the Interview

It is the interviewer's job to make the interviewee feel comfortable and to be a good listener. Remember that each interview session will be unique. Use the [interview outline](#) [PDF, 2.31MB] (see page 2) for ideas on what kinds of questions to ask and tailor them as you and the interviewee see fit. Make sure each interview lasts **at least 30 minutes**.

1. State at the beginning of the interview:

- Your name and organizational affiliation (if any)
- Interviewee's full name
- Date
- General location in which the interview is being conducted (Please do not disclose private information such as home address or military serial number)
- Interviewee's relationship to you (if any)
- Names of the people attending the interview (including the camera operator)
- Purpose of the interview

For example: *I am Jane Q. Public. I am representing XYZ Corporation. I am interviewing John William Smith on Saturday, June 7, 2014, at his home. John Smith is my uncle. He is my mother's brother. Also present with us is Jill Doe, who is operating the camera. This interview is being conducted for the Veterans History Project at the Library of Congress.*

2. Ask the interviewee to provide basic biographical details, including:

- Full name (First, Middle, Last)
- Date of birth
- Branch of service
- Highest rank attained
- War or conflict served

3. Ask the interviewee to discuss his or her:

- Early days of service
- Wartime service
- Experiences at the end of the war/end of military service
- Personal reflections

4. Other tips for conducting a great interview:

- Keep the audio- or video-recorder running throughout the interview, unless the interviewee asks you to turn it off.
Never record secretly.
- Be respectful. Have a bottle of water and a box of tissues on hand in case the interviewee becomes emotional.

- Keep your questions short. Avoid complicated, multi-part questions.

- Keep your questions short. Avoid complicated, multi-part questions.
- Avoid questions that can be answered with a simple "yes" or "no." Instead, ask "how," "when" and "why" questions.
- Keep your opinions out of the interview, and do not ask leading questions.
- Encourage the interviewee by quietly nodding your head or by making affirmative eye contact rather than using audible responses such as "yes" or "uh huh" that will be recorded.
- Do not begin the interview with questions about painful or controversial topics.
- Be patient. Give the interviewee time to reflect before he or she responds to each question. Pause before moving on to a new question.
- Use follow-up questions to elicit more details from the interviewee.

For example: *When did that happen? How did that make you feel? What did you think about that? What are the steps in doing that? Why did you make that decision?*


- Consider asking the interviewee to show you photographs, commendations and personal letters as a way of enhancing the interview. Such materials often spark memories and provoke interesting stories.
- Do not put the interviewee on the spot about specific dates and locations. It is more important to record personal reflections than specifics.
- Be yourself. Do not pretend to know more about a subject than you do.
- If the interview is coming to an end in fewer than 30 minutes, ask the interviewee a few more questions to extend the conversation.

For example: *Where were you and what were you doing on D-Day? How did the terrorists' attacks of September 11, 2001 affect you? How would you compare today's military to the military in which you served? How has participating in this interview made you feel?*

5. Complete final forms.

- Complete the required [Audio and Video Recording Log](#) [PDF, 92KB] to be submitted with the recording.
- If, in addition to the recording, the interviewee would like to donate original photographs, letters or other written materials, please remember to complete the [Photograph Log](#) [PDF, 110KB] and/or the [Manuscript Data Sheet](#) [PDF, 108KB].

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VETERANS HISTORY PROJECT

HOW TO PARTICIPATE



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Prepare for the Interview

1. Complete forms.

- Read and sign the [Interviewer's Release Form](#) [PDF, 84KB]
- Ask the veteran to complete the [Biographical Data Form](#) [PDF, 127KB] and to read and sign the [Veteran's Release Form](#) [PDF, 83KB]

2. Prepare questions before the interview; write them down.

- Review the completed [Biographical Data Form](#) [PDF, 127KB] and conduct a *pre-interview* with the veteran, if possible.
- Use the [interview outline](#) [PDF, 2.31MB] for ideas (found on page 2 of the complete Field Kit).

3. Use the highest quality recording equipment and microphone available to you.

- Use external microphones.
- Do not use extended time speeds on recorders.
- Refer to the [Accepted Media and Formats Standards](#) page [PDF, 69KB]

4. Become familiar with your recording equipment and test it before you begin the interview.

- Check both sound and lighting before each interview.
- Check battery or power levels, or alternatively, connect the recorder to an external power source.

5. Interview in a quiet, well-lit room using a stationary chair. Avoid noise from:

- fluorescent lights
- chiming clocks
- heating and cooling systems
- ringing telephones
- televisions, radios and computers
- other conversations
- pets
- outside, such as traffic, wind or rain

6. Be sure the questions and answers are recorded.

- It is not necessary for the interviewer to be seen on camera, but it is important that each question can be heard clearly on the recording.

7. For video interviews:

- Use an external microphone pointed toward the interviewee.
- Mount the camera on a tripod.
- Position the camera a few feet from your interviewee.
- Focus the camera on the interviewee's face, upper body and hands.


- Avoid using the zoom feature while recording.

8. For audio interviews:

- Use an external microphone pointed toward the interviewee.
- Position the microphone nine inches from the interviewee.
- Use a microphone stand.

Be sure the tape has started recording before you start speaking!

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What Veterans Say About the Veterans History Project

am profoundly proud and honored that my story will be permanently archived in the Veterans History Project with the stories of tens of thousands of fellow American veterans who, as a matter of honor and duty, served their country in time of war."

—Warren Tsuneishi, WWII Veteran

felt it was my duty to share my personal oral history with the Veterans History Project so that it would be added to the growing research collection in the Library of Congress and made available to current and future generations."

—Wendy Taines, Persian Gulf War Veteran

would encourage every veteran to participate in the Veterans History Project. I know personally that I never discussed my experiences with my wife and children. They were very surprised when they viewed my video, and it led us to communicate more."

—Jacob Younginer, Vietnam War Veteran

is important to get every veteran's story, so future generations can learn about military life from firsthand accounts. Our individual experiences may have been different, but when compiled they form a powerful snapshot of history."

—Teresa Fazio, Operation Iraqi Freedom Veteran

Learn more about these veterans and others, go to www.loc.gov/vets.

or photographs courtesy of Library of Congress: Veterans History Project, Prints & Photographs Division, and Michaela McNichol.

le photograph 1 courtesy of Prints & Photographs Division, Library of Congress.

le photographs 2, 3, 4, and 5 courtesy of the Library of Congress Veterans History Project.

What Happens to Interviews and Other Donated Items?

Donated items are housed in a preservation environment within the permanent collections of the Library of Congress. Within a six-month processing period, all donated materials are available to researchers, scholars, students, Congress, authors, filmmakers, and anyone else visiting the Library.

Search and View Collections Online

The Veterans History Project (VHP) website, www.loc.gov/vets, contains an **individual Web page for each veteran** who contributes. This page includes service history and other information about each veteran. Click on *Search the Veterans Collections* to access the database. Currently, about ten percent of VHP's collections are digitized so that anyone with Internet access may view them online. Additional collections will be digitized and made accessible as resources allow.

Visit VHP in Person

The **general public** may visit the VHP Information Center at the Library of Congress between 10:00 a.m. and 3:00 p.m. Monday-Friday. No appointment is necessary.

To view a collection, **users** must call or email **one week** prior to a visit and are required to have a Reader Identification Card issued by the Library's Reader Registration Station free of charge. For details, visit www.loc.gov/vets (click on *For Researchers*).

All VHP collections are served in the American Folklife Center (AFC) Reading Room in the Library's Jefferson Building. To make an appointment to view VHP collections, call 202-707-5510.

Library of Congress, 101 Independence Ave., SE,
Washington, DC 20540

VHP Information Center- James Madison Building, Room LM-109
Reader Registration Station- James Madison Building, Room LM-140
American Folklife Center Reading Room- Thomas Jefferson Building, Room LJ-G53

Disclaimer: Veterans History Project collections are not intended as a substitute for an official record of the federal government nor of military service. These histories are the personal recollections and perspectives of participating individuals, as they were voluntarily submitted to the Project. The Library of Congress does not verify the accuracy of the accounts.

VETERANS HISTORY PROJECT
A PROJECT OF THE AMERICAN FOLKLIKE CENTER OF THE LIBRARY OF CONGRESS

www.loc.gov/vets



The Veterans History Project at the Library of Congress

The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress.

VHP's mission is to collect, preserve, and make accessible personal accounts of American war veterans so that future generations may hear directly from veterans and better understand the realities of war.

Participate

Record your story. If you're a veteran. Simply sit down with a friend or loved one and **record** a conversation about your military experiences for 30 minutes or longer. **Interview a veteran** in your family or community. **Collect** a veteran's historical documents. **Collaborate** with your local high schools and universities, retirement communities, veteran service organizations, churches, businesses, and other community groups. All you need is VHP Field Kit, an interviewer, and an interviewee. Once the interview is recorded, keep a copy for yourself and submit the final along with the required forms to VHP.

Join Our Collection

You can contribute:

video or audio-recorded interview of a veteran of 30 minutes or longer.

or more original:

- Photographs
- Two-dimensional artwork
- Letters
- Official military documents

10 pages or more of original:

- Unpublished memoirs
- Diaries or journals

Please note that we only accept original materials; we cannot accept scans, photocopies, or reproductions of any kind.

Deceased veterans

Next of kin may donate photographs, letters, diaries and memoirs of a deceased veteran. The biographical data form and a release form on behalf of the deceased veteran must be completed and company submitted materials. VHP cannot accept proxy interviews recorded for a deceased veteran.

Learn more

Visit us online at www.loc.gov/vets and click on our *Frequently Asked Questions*.



Preserve History

Participate with the Veterans History Project (VHP), and **contribute** to the permanent collections of the Library of Congress, one of the world's most **respected research and cultural institutions**.

Participation Is Simple:

Visit www.loc.gov/vets.

Watch the 15-minute Field Kit Companion Video.

Click on *How to Participate*.

- Download the online Field Kit—a "how-to record a story" booklet.
- Complete the required and appropriate forms from the Field Kit.
- Follow the *30-20-10 Rule*:
 - 30 minutes or more for interviews
 - 20 pages or more for memoirs, diaries, or journals
 - 10 or more photographs or letters
- Only send original materials to VHP. Keep copies for yourself and the veteran.
- All submissions become property of the Library of Congress and cannot be duplicated for you.
- VHP will return materials that do not adhere to the standards outlined in the Field Kit.

Send:

All materials must be delivered via commercial carrier (e.g., FedEx, UPS, DHL, etc.). Expedited service is not necessary.

To: Veterans History Project
The Library of Congress
101 Independence Ave., SE
Washington, DC 20540-4615

Or hand deliver:

Stop by the address above, Room LM-109, between 10:00 a.m. and 3:00 p.m. Monday-Friday, and a VHP representative will assist you.

Request a Field Kit

Field Kits may be downloaded and printed from the VHP Web site, www.loc.gov/vets. If you do not have Internet access, complete and submit the tear-off card or call the toll-free information line 888-371-5848 to request a printed version of the Field Kit.

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

Please send _____ Field Kit(s).
(Supplies are limited.)

Send this completed form to the Veterans History Project. **You may expedite your request by faxing it to 202-252-2046.** No cover sheet is necessary.

Commercial Carrier:

Veterans History Project
The Library of Congress
101 Independence Ave., SE
Washington, DC 20540-4615

2/2012



MANUSCRIPT DATA SHEET

(REQUIRED with memoirs, letters, diaries or other written materials)

Guidelines for Writing a Memoir

Typewritten, double-spaced documents are easiest for researchers to read. Spark your memory by searching your home for documents and photographs from your service days. Use the interview outline (p. 2) as a guide for developing chapters or a table of contents to help researchers locate specific topics in your memoir.

Guidelines for Submitting Letters and Other Written Materials

Identify, by name, the writers and recipients of the letters and other documents and their relationship to the veteran or civilian whose name appears on the Biographical Data Form (p. 5). Describe the most interesting/important topics and events mentioned in the letters or documents.

1. Name and address of contributor.

Name of Contributor _____

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) _____ Email _____

Organization affiliation (if any) _____

2. Name and birth date of the veteran or civilian professionally supporting the war as it appears on the Biographical Data Form.

Name of Veteran/Civilian _____ Birth Date _____
month/day/year

Type of Item: _____

Topic: _____

Description: _____

Quantity _____ Number of Pages _____

Type of Item: _____

Topic: _____

Description: _____

Quantity _____ Number of Pages _____

Type of Item: _____

Topic: _____

Description: _____

Quantity _____ Number of Pages _____

3. Other location(s) these materials have been donated: _____

(Use additional data sheets as needed.)

PHOTOGRAPH LOG

If the back of the photograph is too slick to label using a soft pencil, enclose each photograph in a labeled envelope. Do not use a pen or marker to label photographs. Do not use tape, glue, staples or paper clips on photographs. List each person in photos from left to right (L-R) on description line.

Name of Veteran _____ Birth Date _____
month/day/year

PHOTOGRAPH # _____ Location _____ Date _____

Description _____

PHOTOGRAPH # _____ Location _____ Date _____

Description _____

PHOTOGRAPH # _____ Location _____ Date _____

Description _____

PHOTOGRAPH # _____ Location _____ Date _____

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Description _____

PHOTOGRAPH # _____ Location _____ Date _____

Description _____

PHOTOGRAPH # _____ Location _____ Date _____

Description _____

(Use additional log sheets as needed.)

REQUIRED

AUDIO AND VIDEO RECORDING LOG

1. Name and address of contributor or interviewer.

Name of Contributor/Interviewer _____

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) _____ Email _____

Organization affiliation (if any) _____

2. Name and birth date of the veteran or civilian being interviewed as it appears on the Biographical Data Form.

Name of Veteran/Civilian _____ Birth Date _____
month/day/year

3. Recording format (please check)

VIDEO type:

- ☐ Digital Video (MiniDV, DVCAM, DVPRO)
☐ DVD-R Video
☐ Flash Drive
☐ Other _____ (identify)

AUDIO type:

- ☐ Cassette
☐ CD-R
☐ Flash Drive

4. DIGITAL FILE type (please check)

- ☐ WAV ☐ MPEG2
☐ MPEG4/H.264 ☐ TXT/RTF ☐ TIF/JPG

5. Estimated length of recording (in minutes) _____ Date of recording _____
month/day/year

6. Location of recording (City, State) _____

7. Please log the topics discussed in the interview in sequence. You may estimate the minute marks.
Example:

<u>Minute Mark</u>	<u>Topics</u>
1:00	introduction
2:30	enlisted with best friend
4:50	chose Signal Corps and reasons why
10:00	boot camp and early days
22:40	on board troop ship to Europe
26:00	part of 2nd wave at Omaha Beach on D-Day
30:00	message for future generations

<u>Minute Mark</u> (estimated)	<u>Topics</u> (presented in order of discussion on recording)
_____	_____
_____	_____
_____	_____
_____	_____

This image shows a vertical strip of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the strip. There are approximately 20 visible lines. The left edge of the strip is slightly irregular, suggesting it might be a piece torn from a larger sheet. The right edge is straight. The overall appearance is that of a standard notebook page or a sheet of paper used for writing practice.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

ACCEPTED MEDIA AND FORMAT STANDARDS

Use the highest-quality recording equipment available to you. The Library of Congress requires that you submit unedited materials in their original format. Recordings must be at least 30 minutes in length. Record only one interview per media. Do not write on, add labels to or copy protect any CD or DVD.

VHP accepts the following media:

- Digital Video (DV)
MiniDV, DVCAM, DVPRO
- DVD-R Video
- Audio Cassettes
- CD-R Audio
- Flash Drives

Use the following file extensions:

- WAV on CD-R or a Flash Drive
Specifications: 96 kHz, 24-bit (suggested) or 44.1 kHz, 16-bit
- MPEG-2 on DVD-R or a Flash Drive
Specifications: at least 3Mbps, with a spatial resolution of 720x486 at 30fps or the highest your set-up allows.
- MPEG-4/H.264 on DVD-R or a Flash Drive
Specifications: at least 3Mbps, with a spatial resolution of 720x486 at 30fps or the highest your set-up allows.
- TXT/RFT on CD-R, DVD-R, or a Flash Drive
Specifications: 600 dpi (suggested) or 300 dpi
- TIF/JPG on CD-R, DVD-R, or a Flash Drive
Specifications: 600 dpi (suggested) or 300 dpi

Contact vohp@loc.gov with any questions.

REQUIRED

INTERVIEWER'S RELEASE FORM

(See reverse for Veteran's Release Form)

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS AND PHOTOGRAPHERS
(Please circle appropriate category.)

I, _____, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans and of those who served in support of them, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the American Folklife Center plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

ACCEPTED AND AGREED

Signature _____ Date _____
month/day/year

Printed Name _____

Signature of Parent or Guardian (if interviewer is a minor) _____ Date _____
month/day/year

Printed Name of Parent or Guardian _____

Address _____

City _____ State _____ ZIP _____ - _____

Telephone (_____) _____ Email _____

Name of Veteran _____

Organization affiliation (if any) _____

Library of Congress American Folklife Center VETERANS HISTORY PROJECT

REQUIRED

VETERAN'S RELEASE FORM

(See reverse for Interviewer's Release Form)

TO BE COMPLETED BY VETERAN OR CIVILIAN

(In cases of deceased veterans, to be completed by the donor of the material.)

I, _____, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans and of those who served in support of them, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

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I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

ACCEPTED AND AGREED

Signature _____ Date _____

month/day/year

Printed Name _____

Veteran's Address _____

Veteran's Next of Kin: Name & Address _____

Name of Interviewer (if applicable) _____

Relationship to Interviewer _____

Library of Congress American Folklife Center VETERANS HISTORY PROJECT

REQUIRED

To ensure inclusion in the Veterans History Project, this form must accompany each submission. Please use reverse or additional sheet if service was in more than one war or conflict.

Veteran ☐ Civilian ☐

Name _____

Address _____

City _____ State _____ Zip _____ - _____

Telephone (_____) _____ Email _____

Place of Birth _____ Birth Date ____/____/____ Death Date ____/____/____

Next of Kin: Name and Address: _____

Race/Ethnicity (optional) _____ Male ☐ Female ☐

Though you are not required to do so, providing this information will help researchers and ensure our collections accurately reflect the races and ethnicities of all who served.

Branch of Service or Wartime Activity _____

Commissioned ☐ Enlisted ☐ Drafted ☐ Service dates ____/____/____ to ____/____/____

Highest Rank _____

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.) _____

War, operation or conflict _____

Locations of military service _____

Battles/campaigns (Names) _____

Medals or service awards (Please list as specifically as possible.) _____

Special duties/highlights/achievements _____

Was the veteran a prisoner of war? Yes ☐ No ☐

Did the veteran sustain combat or service-related injuries? Yes ☐ No ☐

Interviewer (if applicable) _____

(Please use next page for any additional biographical information.)

ADDITIONAL SERVICE HISTORY INFORMATION (if necessary)

Branch of Service or Wartime Activity _____

Commissioned ☐ Enlisted ☐ Drafted ☐ Service dates _____ to _____

Highest Rank _____

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.) _____

War, operation or conflict _____

Locations of service _____

Battles/campaigns (Names) _____

Medals or service awards (Please list as specifically as possible.) _____

Special duties/highlights/achievements _____

Was the veteran a prisoner of war? Yes ☐ No ☐

Did the veteran sustain combat or service-related injuries? Yes ☐ No ☐

Additional Biographical Information

COVER LETTER

Date ____/____/____
mm dd yyyy

Contributor's Name _____

Organization _____

Address _____

Phone (____) _____

Email _____

Dear Veterans History Project Staff:

Enclosed, please find a total of _____ Veterans History Project collections for the following veterans.

Veteran's Name

Materials Enclosed

I have reviewed the following checklist to ensure that each of my collections meets VHP's minimum requirements.

SUBMISSION CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Original, unedited interview/materials | <input type="checkbox"/> Veteran's Release Form (p. 7) |
| <input type="checkbox"/> Recordings last at least 30 minutes | <input type="checkbox"/> Interviewer's Release Form (p. 8) |
| <input type="checkbox"/> One recording per media format (CD, DVD etc.) | <input type="checkbox"/> Audio and Video Recording Log (p. 9) |
| <input type="checkbox"/> Materials meet minimum quantities (p. 1) | <input type="checkbox"/> Photograph Log (p. 11) |
| <input type="checkbox"/> Biographical Data Form (p. 5) | <input type="checkbox"/> Manuscript Data Sheet (p. 12) |

Signed,

[The Library of Congress](#) >> [American Folklife Center](#)SEARCH VETERANS
HISTORY PROJECT PAGES

VETERANS HISTORY PROJECT

HOW TO PARTICIPATE

[HOME](#) [ABOUT](#) [PARTICIPATE](#) [DATABASE SEARCH](#) [EXPERIENCING WAR](#) [PARTNERS](#) [STUDENTS](#) [FAQs](#) [NEWS](#)[How to Participate](#) » **Suggested Questions****Suggested Questions for Veterans**[Questions for Civilians](#) are also available.**Segment 1: For the Record:**

State at the beginning of the interview:

- Date and place of the interview
- Name of the person being interviewed
- Interviewee's birth date
- Names of the people attending the interview (including the interviewer and camera operators)
- The organization you're working with, if any
- **If interviewing a veteran:**
 - War and branch of service
 - What his or her rank was
 - Where he or she served
- **If interviewing a civilian:**
 - What type of work he or she performed
 - Where he or she served
 - What war he or she served during

Segment 2: Jogging Memory:

Were you drafted or did you enlist?
Where were you living at the time?
Why did you join?
Why did you pick the service branch you joined?
Do you recall your first days in service?
What did it feel like?
Tell me about your boot camp/training experience(s).
Do you remember your instructors?
How did you get through it?

Segment 3: Experiences:

Which war(s) did you serve in (WWI, WWII, Korea, Vietnam, the Persian Gulf)?

How to Participate:

- [Print the VHP Field Kit](#)
- [Prepare for the interview](#)
- [Conduct the interview](#)
- [Send your collection to the Library](#)

More Information:

- [Educators and students](#)
- [Eagle Scout Leadership Project](#)
- [Frequently asked questions](#)

Where exactly did you go?
Do you remember arriving and what it was like?
What was your job/assignment?
Did you see combat?
Were there many casualties in your unit?
Tell me about a couple of your most memorable experiences.
Were you a prisoner of war?
Tell me about your experiences in captivity and when freed.
Were you awarded any medals or citations?
How did you get them?
Higher ranks may be asked about battle planning. Those who sustained injuries may be asked about the circumstances.

Segment 4: Life:

Ask questions about life in the service and/or at the front or under fire.

How did you stay in touch with your family?
What was the food like?
Did you have plenty of supplies?
Did you feel pressure or stress?
Was there something special you did for "good luck"?
How did people entertain themselves?
Were there entertainers?
What did you do when on leave?
Where did you travel while in the service?
Do you recall any particularly humorous or unusual event?
What were some of the pranks that you or others would pull?
Do you have photographs?
Who are the people in the photographs?
What did you think of officers or fellow soldiers?
Did you keep a personal diary?

Segment 5: After Service:


Appropriateness of questions will vary if the veteran had a military career.

Do you recall the day your service ended?
Where were you?
What did you do in the days and weeks afterward?
Did you work or go back to school?
Was your education supported by the G.I. Bill?
Did you make any close friendships while in the service?
Did you continue any of those relationships?
For how long?
Did you join a veterans organization?

Segment 6: Later Years and Closing:

What did you go on to do as a career after the war?
Did your military experience influence your thinking about war or about the military in general?
If in a veterans organization, what kinds of activities does your post or association have?
Do you attend reunions?
How did your service and experiences affect your life?
Is there anything you would like to add that we have not covered in this interview?

[How to Participate](#) » **Suggested Questions**

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August 10, 2010

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