

History is the collection and interpretation of stories. We hope you will share yours. Recording a conversation for the Digital Scrapbook of Southern Tier Technology is as easy as 1 - 2 - 3.

- 1 - Sign a Spoken History Agreement form that gives CT&I permission to use the recording.
- 2 - Take a photograph of each speaker, either singly or in a group.
- 3 - Record the conversation.

Select a quiet place. Living rooms and other rooms with cushioned surfaces and rugs are ideal. Turn off as many appliances as possible; computers, air filters, and florescent lights add noise that will distract later listeners. Begin recording a conversation by performing a sound check. Ask each person to say their name and the date in a normal speaking voice. Replay to confirm that everyone can be heard easily; adjust volume and microphone location as needed. Don't record over the sound check, but keep it for the archival record, as this allows later listeners to identify who's who.

#### Conversational tips

Conversations are more interesting than monologues, so invite a couple of people to join in. Scrapbooks, photos, and other mementos are excellent conversation starters. Good questions include: Most interesting project? Co-workers? How did this differ from what was done before? Follow-up questions can be as simple as Oh? Really? Be attentive and respectful of silence. A pause is often a time of reflection that will yield a wonderful tidbit of information, if you're patient. Keep conversations to about an hour or so, taking breaks as needed. Listen to the recording soon, so you can clarify questions while the memory of the conversation is fresh.

A summary of the conversation is needed for the Digital Scrapbook. Your summary will better reflect the original intent than one prepared by someone unfamiliar with the people involved. A summary should include a timeline of the events discussed, a list of people and events mentioned, as well as names of companies, departments, locations, products and technologies. A brief biography of each speaker is useful, including birthplace and date, schooling, arrival in the Southern Tier, first and last jobs, and any special points of pride.

#### Recording technology

CT&I prefers audio to video recording. However, if the conversation involves vivid gestures that enliven the description, short videos are welcome. CT&I strongly recommends audio recording in digital format. Digital recorders with USB connections are available for \$70 and up. Call CT&I to make arrangements to borrow a recorder or use the CT&I history listening post in Endicott. Quality recordings of telephone conversations are possible, with permission and a connector from Radio Shack.

If recording on tape, use the highest quality cassette tape available, marked Type I - Normal Bias or Type II - High Bias. Use only 60 or 90 minute cassettes; 30 minute tapes are too short and 120 minute tapes are thin and break easily. Use the fastest possible recording speed. Don't try to economize by doubling the recording time; the resulting tapes are difficult to convert to digital format. Clearly label cassettes with the date and names of the speakers. Store tapes in their plastic cases away from high heat, humidity, and electronic equipment, including computers and VCRs.

This agreement confirms my understanding and agreement with the Center for Technology & Innovation, Inc. (CT&I) with respect to my participation in recorded conversations conducted by CT&I and its partners, including Binghamton University, Broome County Historical Society, and Tioga County Historical Society.

1. Conversations will be recorded and a summary and index of the recordings will be prepared in digital form (the recording, summary, index, and digital copies of documents and photos are collectively called the "Work").

2. I hereby grant, assign, and transfer to CT&I all rights, title and interest in and to the Work, including literary rights and copyright, provided, however, that I shall retain the non-exclusive right to copy, use and publish the Work in part or in full until my death.

3. Among any other uses of the Work that CT&I may make, it shall make the Work available to the public and to researchers and others in accordance with applicable rules and general policies of CT&I and its partners.

4. I understand that CT&I may use my image, voice, and other personal characteristics in photographs or in videotapes, audiotapes, the world-wide web and successor technologies, or other media in connection with the Work. I agree that CT&I may use, reproduce, exhibit, distribute, broadcast, and digitize my name, likeness, image, voice, recordings, and any other contribution by me in the Work, in whole or in part.

5. I understand that this release is binding on me, my heirs, executors, and assigns.

This agreement contains our entire and complete understanding.

Date: \_\_\_\_\_

Sign  
Here: \_\_\_\_\_  
Print  
Name: \_\_\_\_\_