



GUIDE FOR COMPLETING

THE LIBRARY OF CONGRESS

ORAL HISTORY PROJECT FORMS

&

Park Tudor Legacy Consent Form

Biographical Data Form (Veteran / Civilian)	required
Veteran's or Civilian's Release Form	required
Interviewer's Release (permission) Form	required
Audio Form & Meter Sheet	required
Photograph / Manuscript Release Form	(optional if no photos or manuscript)
Park Tudor Consent Form	required

Biographical Data Form

SAMPLE BIO DATA FORM 1

To ensure inclusion in our National Registry of Service, this form must accompany each submission. Please use a separate form or additional sheet for service in more than one war.

PLEASE PRINT CLEARLY

Veteran ☒ Civilian ☐ John C. Smith
first middle last maiden name
Address 2138 North Dearborn Avenue
City Indianapolis State IN ZIP 46202
Telephone (317) - 250-0320 Email jcsmith@hotmail.com
Place of Birth Chicago, IN Birth Date 10/10/1920
Race/Ethnicity (optional) _____ Male ☒ Female ☐
Branch of Service or Wartime Activity US Marines
Battalion, Regiment, Division, Unit, Ship, etc. Co F, 2nd Battalion, 5th Marines
Highest Rank captain
Enlisted ☒ Drafted ☐ Service dates 1940 to 1945
War(s) in which individual served WWII; Korea [use one bio sheet per war]
Locations of military or civilian service New Guinea, Philippines, Okinawa, Japan

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

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

Medals or special service awards. If so, please list (be as specific as possible):

Pacific Theater commendation medal; Purple Heart (2), Bronze Star

Are photographs included? Yes ☒ No ☐ (If yes, please complete the Photograph Log in this kit.)

Are manuscripts included? Yes ☐ No ☒ (If yes, please complete the Manuscript Data Sheet in this kit.)

Does the veteran or civilian have field maps Yes ☐ No ☒ or wartime-related home movies Yes ☐ No ☒
that he or she would like to share with the Library of Congress? (If yes, we will contact you shortly.)

Interviewer (if applicable) Anne Young

Partner organization affiliation (if any, i.e. AARP, etc.) Park Tudor School, Indianapolis, IN

Please use reverse for additional biographical information.

Biographical Data Form

SAMPLE BIO DATA FORM 2

To ensure inclusion in our National Registry of Service, this form must accompany each submission. Please use a separate form or additional sheet for service in more than one war.

PLEASE PRINT CLEARLY

Veteran ☒ Civilian ☐ Harold Lee Hunt
first middle last maiden name
Address 7200 N. College Avenue
City Indianapolis State IN ZIP 46240
Telephone (317) - 415-2700 Email HLHunt@hotmail.com
Place of Birth Chicago, IL Birth Date 03/16/1918
Race/Ethnicity (optional) _____ Male ☒ Female ☐
Branch of Service or Wartime Activity US Navy Pacific Theater
Battalion, Regiment, Division, Unit, Ship, etc. CVL-30 USS San Jacinto
Highest Rank Fireman 1/c (first class)
Enlisted ☐ Drafted ☒ Service dates 1943 to 1946
War(s) in which individual served WWII
Locations of military or civilian service Philippines, Okinawa, Japan

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

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

Medals or special service awards. If so, please list (be as specific as possible):

Pacific Theater Medal; Unit commendation

Are photographs included? Yes ☒ No ☐ (If yes, please complete the Photograph Log in this kit.)

Are manuscripts included? Yes ☒ No ☐ (If yes, please complete the Manuscript Data Sheet in this kit.)

Does the veteran or civilian have field maps Yes ☐ No ☒ or wartime-related home movies Yes ☐ No ☒
that he or she would like to share with the Library of Congress? (If yes, we will contact you shortly.)

Interviewer (if applicable) Kathryn Lerch

Partner organization affiliation (if any, i.e. AARP, etc.) Park Tudor School, Indianapolis, IN

Please use reverse for additional biographical information.

Biographical Data Form

SAMPLE CIVILIAN BIO DATA FORM

To ensure inclusion in our National Registry of Service, this form must accompany each submission. Please use a separate form or additional sheet for service in more than one war.

PLEASE PRINT CLEARLY

Veteran ☐ Civilian ☒ Jane Louise Norris Jones
first middle last maiden name
Address 1215 East Lenore Street, NW
City Washington, D.C. State ZIP 20008
Telephone (202) - 453-8661 Email janenor@sbs.net
Place of Birth Los Angeles, CA Birth Date 8/31/1922
month/day/year
Race/Ethnicity (optional) Male ☐ Female ☒
Branch of Service or Wartime Activity pattern maker for fighter aircraft (P-51s)
Battalion, Regiment, Division, Unit, Ship, etc. North American Aviation Company
Highest Rank supervisor
Enlisted ☐ Drafted ☐ Service dates 1942 to 1960
War(s) in which individual served WWII until retirement
Locations of military or civilian service Los Angeles, CA

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

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

Medals or special service awards. If so, please list (be as specific as possible):

commendation for money & time saving suggestions

Are photographs included? Yes ☐ No ☒ (If yes, please complete the Photograph Log in this kit.)

Are manuscripts included? Yes ☐ No ☒ (If yes, please complete the Manuscript Data Sheet in this kit.)

Does the veteran or civilian have field maps Yes ☐ No ☒ or wartime-related home movies Yes ☐ No ☒
that he or she would like to share with the Library of Congress? (If yes, we will contact you shortly.)

Interviewer (if applicable) Toni Norri (granddaughter)

Partner organization affiliation (if any, i.e. AARP, etc.) Park Tudor School

Please use reverse for additional biographical information.

Veteran's Release Form

SAMPLE VETERAN RELEASE FORM 1

TO BE COMPLETED BY VETERAN OR CIVILIAN

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

I, John C. Smith, am a participant in the Veterans History Project (hereinafter "VHP"). I understand that the purpose of the VHP is to collect audio- and video-taped 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) that may be deposited in the permanent collections of the American Folklife Center at the Library of Congress. The deposited documentary materials will serve as a record of American veterans' wartime experiences; and may be used for scholarly and educational purposes. I understand that the American Folklife Center plans to retain the product of my participation as part of its permanent collection and that the materials may be used for exhibition, publication, presentation on the World Wide Web and successor technologies, and for promotion of the Library of Congress and its activities in any medium.

I hereby grant to the Library of Congress ownership of the physical property delivered to the Library and the right to use the property that is the product of my participation (for example, my interview, performance, photographs, and written materials) as stated above. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold.

I also grant to the Library of Congress my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the VHP to be used, published, and copied by the Library of Congress and its assignees in any medium.

I agree that the Library may use my name, video or photographic image or likeness, statements, performance, and voice reproduction, or other sound effects without further approval on my part.

I 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 such recordings, documents, and artifacts, including but not limited to, any claims for defamation, invasion of privacy, or right of publicity.

ACCEPTED AND AGREED

Signature John C. Smith Date 9/1/2005
Printed Name John C. Smith
Address 7200 North College Avenue
City Indianapolis State IN ZIP 46240
Telephone (317) - 415-2700

Interviewer's Release Form

SAMPLE INTERVIEWER RELEASE FORM

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS, AND PHOTOGRAPHERS

I, (student's name) Anne Young, am a participant in the Veterans History Project (hereinafter "VHP"). 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 that may be deposited in the permanent collections of the American Folklife Center at the Library of Congress. The deposited documentary materials will serve as a record of American veterans' wartime experiences; and may be used for scholarly and educational purposes. I understand that the American Folklife Center plans to retain the product of my participation as part of its permanent collection and that the materials may be used for exhibition, publication, presentation on the World Wide Web and successor technologies, and for promotion of the Library of Congress and its activities in any medium.

I hereby grant to the Library of Congress ownership of the physical property delivered to the Library and the right to use the property that is the product of my participation (for example, my interview, performance, photographs, and written materials) as stated above. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold.

I also grant to the Library of Congress my absolute and irrevocable consent for any photograph(s) provided by me or taken of me in the course of my participation in the VHP to be used, published, and copied by the Library of Congress and its assignees in any medium.

I agree that the Library may use my name, video or photographic image or likeness, statements, performance, and voice reproduction, or other sound effects without further approval on my part.

I 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 such recordings, documents, and artifacts, including but not limited to, any claims for defamation, invasion of privacy, or right of publicity.

ACCEPTED AND AGREED

Signature Anne Young Date Sep. 18, 2005
Printed Name Anne Young
Signature of Parent or Guardian (if interviewer is a minor) Jane S. Young Date Sept. 18, 2005
Printed Name of Parent or Guardian Jane S. Young (signature required!)
Address 700 East 71st Drive
City Carmel State IN ZIP 46032
Telephone (317) - 846-0038
Relationship to veteran/civilian neighbor; friend of the family (grandparent, etc.)

Audio and Video Recording Log

SAMPLE AUDIO LOG & METER SHEET

1. Name and address of collector or interviewer.

Name of Collector/Interviewer Anne Young
 Address 700 East 71st Drive
 City Carmel State IN ZIP 46032 -
 Telephone (317) - 846-0038 Email ayoung@parktudor.org
 Organization or Affiliation (if any) Park Tudor School

2. Full name and birth date of the veteran or civilian being interviewed as it appears on the recording label and Biographical Data Form.

Name of Veteran/Civilian John C. Smith Birth Date 10/10/1920
 month/day/year

3. Recording format (please check)

VIDEO type: Betacam ☐ VHS ☐ 8mm ☐ High-8 ☐ Digital ☐ Other ☐ _____ (identify)
 AUDIO type: Cassette ☒ Microcassette ☐ CD ☐ Reel ☐ Digital (DAT) ☐
 If audio, is the cassette or reel recorded on both sides? Yes ☒ No ☐
 Is item: Original ☐ Copy ☒

4. Date of Recording Sept. 18, 2005

Estimated length of recording (in minutes) 55 minutes [45 min per each side of tape]

5. Location of recording At my home

6. Corresponding materials (please check)

Have you included materials other than the recording? Yes ☒ No ☐
 If so, please complete the Photograph Log and/or the Manuscript Data Sheet.

7. Please summarize the topics discussed in the interview in their order of appearance on the recording.

Meter Reading or Minute Mark	Topics presented in order of discussion on recording
_____	<u>See second page</u>
_____	_____
_____	_____
_____	_____

(Continue on back or on additional sheets as needed.)

Meter Reading
or Minute Mark

Topics presented in order of discussion on recording

Side 1	introduction of John C. Smith (WWII)
017	joined Marines because of family tradition
019	stationed at Camp Lejeune for training
035	more training in California
065	first days as a Marine scary
122	housing was awful
135	shipped overseas in convoy 7/30/1942
149	landed at Tulagi 8/7/42 +first shots fired in Pacific war by US troops
185	miserable camping & fighting conditions
215	bout with malaria; not much food (C-rations gone)
250	specific duties in battalion
385	sailed through typhoon in Oct. 1944
400	landed at Leyte Gulf, P.I.
Side 2	
500	lost best friend, George on 10/21/44
525	island hopping to Japan
600	landed on Iwo Jima, then Okinawa
700	A-bomb dropped and war ended
715	coming home
760	took advantage of G.I. bill; finished college with law degree
825	final thoughts
880	end of interview
880-950	re-interviewed about Iwo Jima; final thoughts on this landing [added a week later]

Photograph Log

SAMPLE PHOTO LOG SHEET

Photographic prints should be numbered with a soft (no.1) pencil on the back of the photograph in the lower-right corner. If the back is too slick to write on, enclose each photograph in a labeled envelope. Please do not use a pen or marker to label prints. Slides may be numbered on the frame housing. Photographers should sign a release form when possible. If more than five photographs are submitted, please make photocopies of the second page of this form to complete.

Name of Veteran/Civilian John C. Smith Birth Date 10/10/1920

month/day/year

PHOTOGRAPH # 1

Place Camp Lejeune, NC Date March 1942

Person(s) left to right me, friend George Mason, Henry James

Description hanging out before chow

Photographer (if known) other friend Joe Gray

PHOTOGRAPH # 2

Place Waikiki, Honolulu Date Sept 1945

Person(s) left to right Henry James and Peter ?

Description celebrating end of the war with friends

[note: photo CD may be sent, but photo sheet also necessary]

Photographer (if known) not known

(Continue on back.)

Checklist

SAMPLE CHECK LIST SHEET

Anne Young / John C. Smith

PLEASE RETURN THIS CHECKLIST WITH YOUR INTERVIEW

Before submitting your recordings to the Veterans History Project at the American Folklife Center of the Library of Congress, be sure you have included the following:

- ☒ 1. Recorded interview, not to exceed 90 minutes. After recording the interview, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them. Cassettes must be labeled with the full name of the veteran or civilian interviewee and his or her birth date (month/day/year).
- ☒ 2. Completed biographical data sheet for each veteran or civilian interviewee (see Biographical Data Form).
- ☒ 3. Release form signed by each veteran or civilian interviewed (see Veteran's Release Form).
- ☒ 4. Release form signed by the person(s) producing the recording. This includes interviewers and recording operators (see Interviewer's Release Form).
- ☒ 5. Audio and Video Recording Log.
- ☒ 6. Photographs (not more than twenty). Photographic prints should be numbered and dated on the back lower-right corner using a soft (no.1) pencil. For slick prints where it is difficult to write on the back, enclose them in individual labeled envelopes. Please do not write on the prints with a pen or marker. Slides may be labeled on the frame. Scrapbooks and photograph albums containing more than twenty images are acceptable, but donors are encouraged to describe the contents as fully as possible.
- ☒ 7. Photograph Log.
- ☐ 8. Release form signed by the photographer(s) (see Interviewer's Release Form).
- ☐ 9. Selected letters, diaries, and other printed and handwritten manuscripts relating to the veteran or civilian interviewee.
- ☐ 10. Manuscript Data Sheet.

Please tell us how you heard about this project: teacher at Park Tudor School

SAMPLE PT CONSENT FORM

Park Tudor Legacy Initiative - Oral History Informed Consent

I, John C. Smith, hereby agree to participate in an interview in connection with the oral history partnership project with Park Tudor School and the Library of Congress. I understand that I will be asked about:

wartime service during WWII in the US Marines

The interview will be audio-taped (90 minutes maximum). In the interview I may be identified by name, subject to my consent. I may also be identified by name in any transcript (whether verbatim or edited) of such interview, subject to my consent.

I understand that the actual taped interview will take approximately ninety minutes.

Upon completion of the interview, the tape and content of the interview also belongs to the Legacy Initiative for use in oral history projects and/or Legacy publications.

I understand I have the right to review the transcript before I sign the deed of gift.

Any restrictions as to use of portions of the interview indicated by me will be edited out of the final copy of the transcript.

I understand that at the conclusion of this project, and upon signing the deed of gift, a copy of the tape and the transcript will be kept by the Legacy Initiative and also sent to the Library of Congress (or appropriate other repository). Supplemental photographs will also be sent to the Library of Congress if desired.

If I have any questions about the research project or the Veteran History Project, I know that I can contact Kathryn Lerch at Park Tudor School, (317) 415-2700 x3102 or via email at klerch@parktudor.org. I have kept a copy of this form for my records.

Signature John C. Smith

Consent date: 9/18/2005

My interviewer was: Anne Young

Print Name: John C. Smith

Address: 2138 North Dearborn Avenue Street

Indianapolis, IN City, State

46202 Zip code

Phone: (317) 250-0320 Email if available: jcsmith@hotmail.com

