

Dear Colleague:

The Department of Oral History at the United States Holocaust Memorial Museum in Washington has been collecting and processing information about Holocaust-related oral history collections worldwide for several years. This information is now available in the form of a web-based catalogue to be used by researchers, scholars, journalists, documentarians, and other interested members of the public.

If you represent an organization or a collection which is not yet represented in this catalog, we would very much appreciate your attention to this questionnaire—it should take about 30 minutes to complete.

Please send the completed questionnaire to:

Department of Oral History—On Line Catalogue
United States Holocaust Memorial Museum
100 Raoul Wallenberg Place, SW
Washington, DC 20024-2126

Or email the questionnaire to: oralhistory@ushmm.org.

If you have any questions, please email to: oralhistory@ushmm.org

New entries should be available on-line within three months of receipt.

QUESTION II

Content Of Collection

A. Do you produce, or have you produced, Holocaust oral history interviews? _____Yes _____No

1. **Interview Process** If you are producing now, or have produced in the past, audio or video taped Holocaust testimonies, we are very interested in learning about your interview preparation methods, interview techniques, technical guidelines and other information relating to your interview processes.

a. Length of oral history project:

i. First interview took place on: Year _____

ii. Project Completed?: _____ Yes _____No

If yes, last interview completed: Year _____

iii. Rate of interviewing:

Number of interviews per year _____

Average number of hours per interview _____

b. Interview Guidelines

i. Do you have written interview guidelines? _____Yes _____No

*** If yes, please enclose a copy of your interview guidelines.**

Additional information about your interview processes (e.g. interview preparation methods, techniques, etc.):

Question II: Content of Collection (continued)

B. Do you collect Holocaust oral history interviews from other organizations or individuals? Yes _____ No _____

C. Nature of Collection:

What is the focus of your Holocaust oral history collection? Are you documenting experiences which relate to specific geographic locations or particular witness groups? Or is your oral history collection more general, documenting all aspects of the Holocaust regardless of geographic location or witness group?

1. **General Holocaust Collection?** _____ Yes _____ No

If no, please complete questions B.2.a. through B.2.f. below. If yes, please provide details about your collection on the next page.

2. **Does your Holocaust oral history project have a specific emphasis?**

a. **Particular Survivor Group or Groups?** _____ Yes _____ No

If yes, which group(s): _____

Please provide details about your project on the next page.

b. **Particular Geographic area(s)?** _____ Yes _____ No

If yes, which area(s): _____

Please provide details about your project on the next page.

c. **Particular ghetto(s)?** _____ Yes _____ No

If yes, which ghetto(s): _____

Please provide details about your project on the next page.

d. **Particular concentration camp(s)/extermination camp(s)/labour camp(s)/transit camp(s)?**

_____ Yes _____ No

If yes, which camps(s): _____

Please provide details about your project on the next page.

e. **Particular experience(s)?** _____ Yes _____ No

If yes, which experience(s): _____

Please provide details about your project on the next page.

f. **Other?** _____

Question II: Content of Collection (Continued)

3. Number of recorded Holocaust testimonies in the collection:

Total number: _____

Number of Females _____
 Number of Males _____
 Data not available _____

4. Interviewees: Please indicate (X) if you have oral histories with the following interviewee types. If available, please give numbers of females and males in each group.

<u>Interviewee Type</u>	<u>Interviews? X</u>	<u>Number of Females</u>	<u>Number of Males</u>	<u>Total</u>
<i>Example</i>	<u>X</u>	<u>35</u>	<u>23</u>	<u>58</u>
Jews	_____	_____	_____	_____
Roma and/or Sinti	_____	_____	_____	_____
Political Prisoners	_____	_____	_____	_____
Prisoners of War	_____	_____	_____	_____
Jehovah's Witnesses	_____	_____	_____	_____
Homosexual Men	_____	_____	_____	_____
Lesbian Women	_____	_____	_____	_____
Resisters	_____	_____	_____	_____
Partisans	_____	_____	_____	_____
Refugees	_____	_____	_____	_____
Rescuers	_____	_____	_____	_____
Liberators	_____	_____	_____	_____
Prosecutors	_____	_____	_____	_____
Perpetrators/Collaborators	_____	_____	_____	_____
Refugee Relief Workers (Joint Distribution Committee, UNRRA)	_____	_____	_____	_____
Other (please specify): _____	_____	_____	_____	_____

Question II: Content of Collection (Continued)

Important!

5. We would like to create a list of all recorded Holocaust testimonies in the world. Such a list would assist researchers of all kinds as they search for the testimonies of specific individuals.

Please provide us with a list of names of interviewees in your oral history collection. If the list is computerized, please provide the list in ASCII or text format on a DOS or Windows compatible computer disk.

1. Interview list enclosed? Yes No

QUESTION III

Access to Collection

Operating Hours

A. What is the level of access to your collection by the public?

1. Open: ___ Yes ___ No

2. Restricted ___ Yes ___ No

3. Closed ___ Yes ___ No

B. Hours Open to the Public:

1. Weekdays: _____Yes _____No

If yes, give times: _____ to _____

Please check weekdays open to the public: _____Monday

_____Tuesday

_____Wednesday

_____Thursday

_____Friday

2. Weekends: _____Yes _____No

If yes, give times: _____ to _____

Please check weekend days open to the public: _____Saturday

_____Sunday

Question III: Access to Collection (continued)

Rules for Access

A. Special Requirements:

1. Are there any special requirements for access to, or use of, your oral history collections? _____Yes _____No

If yes, please explain: _____

2. Is advance notice necessary to pull audio and/or video tapes or to reserve listening or viewing facilities?

_____ Yes _____ No

If yes, what are the requirements? _____

3. Is there a fee to use the collection?

_____ Yes _____ No

If yes, how much? _____

4. Is special permission required for use of interview material in books, articles, lectures, classes and so on?

a. Publications _____ Yes _____ No

b. Public Lectures _____ Yes _____ No

c. Classroom Use _____ Yes _____ No

d. Documentaries _____ Yes _____ No

If yes, please explain how permission can be obtained: _____

Question III: Access to Collection (continued)

B. Do you have a research service for people who cannot come to your collection? Yes No

1. If yes, is there a fee for this service? Yes No

What is the fee? _____

2. Please explain the requirements to use this service _____

C. Use of the collection is possible via what media? (Please check all that apply):

a. Video and/or Audio Tapes: Yes No

b. Transcripts Yes No

c. Others (Please specify): _____

D. Are tapes or printed materials available for

1. Interlibrary loan: Yes No

2. Loan by other collection: Yes No

If yes, what is the fee? _____

E. Do you have interviews on audio tape?:

1. Yes

2. No

3. If yes, how many hours of audio tape? _____

4. If yes, how many interviews on audio tape? _____

5. On Reel-to-Reel: Yes No
How many interviews? _____
Information not available _____

6. On Cassette: Yes No
How many interviews? _____
Information not available _____

Question III: Access to Collection (continued)

F. Do you have interviews on video tape?

1. Yes

2. No

3. If yes, how many hours of video tape: _____

4. If yes, how many interviews on video tape? _____

5. On 1/2" Betacam-sp? Yes No

How many interviews? _____
Information not available _____

6. On 3/4" U-matic tape? Yes No

How many interviews?: _____
Information not available _____

7. On 1/2" VHS tape? Yes No

How many interviews? _____
Information not available _____

8. On Film? Yes No

How many interviews? _____
Information not available _____

G. On-site screening equipment:

1. Do you make audio screening equipment available for public use?

Yes No

2. Do you make video screening equipment available for public use?

Yes No

3. Do you permit users to bring in their own equipment?

Yes No

Question IV: Finding Aids (continued)

A. Are interviews transcribed? ___ Yes ___ No

1. How many of the audio tapes are transcribed? _____

2. How many of the video tapes are transcribed? _____

3. Are the transcriptions available for photocopying? _____ Yes ___ No

4. Do you have printed summaries of the transcriptions? _____ Yes ___ No

5. Are summaries of transcripts available for photocopying? _____ Yes ___ No

6. Are summaries available on computer disk? _____ Yes ___ No

B. Indices:

1. Are tapes indexed? _____ Yes ___ No

2. Are transcriptions indexed? _____ Yes ___ No

3. Are summaries indexed ? _____ Yes ___ No

4. Are the indices available for photocopying? _____ Yes ___ No*

5. Are the indices available on computer disk? _____ Yes ___ No*

*** Please enclose copy of indices, if available.**

Question IV: Finding Aids (Continued)

C. Catalogues

1 Is any of your material catalogued? Yes No

2. If yes, how is it catalogued?

Computer catalogue system: Yes No

Other catalogue system: Yes No

Please explain: _____

3. If computerized, does your repository use MARC format: Yes No

If yes, which MARC format do you use (e.g. USMARC, UKMARC)?: _____

4. Do you belong to an automated bibliographic organization? Yes No

If yes, is it:

OCLC Yes No

RLIN Yes No

Other Yes No

If other, please specify: _____

If no, do you plan to join one:

Yes No

If yes, which organization do you plan to join? _____

5. Is your collection accessible on the World Wide Web? Yes No

If yes, please list your World Wide Web address: _____

Please list resources available on the World Wide Web:

a. Transcripts Yes No

b. Summaries Yes No

c. Indices Yes No

d. Catalogue Yes No

e. Other (Please specify): _____

Important

Thank you for taking the time to complete this questionnaire. Before you return the questionnaire to us, please remember to include the following items, if available.

- | | | |
|----------------------------------|---------------|--------------------|
| 1. List of names of interviewees | _____Enclosed | _____Not Available |
| 2. Guide to the collection | _____Enclosed | _____Not Available |
| 3. Interview guidelines | _____Enclosed | _____Not Available |
| 4. Index of collection | _____Enclosed | _____Not Available |