

## Selecting a Repository

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### Which repository?

- Does the Repository hold oral histories?
- Does the Repository have a collection policy or known areas of interest?
- Does the Repository have expertise in managing oral history collections?
- Does the Repository accept material that is to be held in other collections?

Note: Approach the Repository at an early stage.

### What to ask the-proposed repository

- Is the recording within the scope of the Repository?
- What information does the Repository require in order to appraise material?
- Can a commitment to accept the interview be given before the recording is made?
- Does the Repository have policies for technical aspects e.g. analogue/digital/recording quality etc?
- Does the Repository accept restricted material, and if so, have policies on managing this and intellectual property?

### What happens if the recording is accepted:

- How and where will researchers/users access the material?
- Are there policies in place to manage access to the material, including restrictions and copyright?
- How will the Repository make researchers/users aware of restrictions and copyright?
- Will researchers/users be made aware of and able to access all parts of the interview/project (documentation, images, and recordings)?
- Can the Repository look after and link all parts of the interview/project (documentation, images, and recordings)?
- What preservation programme is in place?
- What will be made available over the internet?

### What is the deposit process?

- In what format and on what media should my deposits be (digital)?
- What supporting documentation is needed?
- What is the process for return of any-carrier(s)?

### If it is to be the sole repository

- What is the longevity of the institution?
- Is it sufficiently technically resourced?
- Is it sufficiently financially resourced?
- Is it staffed by trained professionals?
- Does it have climate control (temperature, humidity and light)?
- Are facilities well maintained?
- Is it secure?
- Does it have an emergency response policy and disaster preparedness plan?