

# QUEENS MEMORY

## Interview Participant Guide

Thank you for signing up to share your story with the Queens Memory Project. With your permission, your story will be shared with the Queens Public Library Archive where it will be available to the public.

To learn more about Queens Memory, visit [www.queensmemory.org](http://www.queensmemory.org). To listen to excerpts from other Queens Memory interviews, visit [queenslibrary.aviaryplatform.com](http://queenslibrary.aviaryplatform.com). If you have any questions, please contact us at [queensmemory@queenslibrary.org](mailto:queensmemory@queenslibrary.org).

## What to Expect

Your recording will take place remotely by phone or computer. A Queens Memory volunteer or colleague will act as your interviewer. This person will handle all the technical aspects of the recording and will guide you throughout the experience.

Your recording will likely take about 45 minutes but you can end whenever you wish or continue for a longer amount of time. Your interviewer will guide the conversation by asking questions specific to your experiences.

Before your interview, your interviewer will share the Queens Memory consent form for you to review: <https://bit.ly/QM-Consent>. During the recording, your interviewer will confirm that you consent to the terms of that agreement.

After the interview, you will receive a recording and a full transcript. Once you have reviewed the transcript, your interview will be added to our collection of more than 600 interviews. It will be preserved at the Queens Public Library Archives and made accessible to the public.

## How to Prepare

Your interviewer will contact you in advance for an initial phone call, during which you can:

- Schedule a recording time that works for you both.
- Discuss what technology you have at home and determine the best way to record. You can record by phone or via a computer.
- Discuss what you'd like to share during your recording, such as specific stories and experiences. If you're looking for inspiration, we have a list of prompts below.
- Establish any topics you do not want to discuss during your interview.
- Review the Queens Memory *Consent Form* together and make sure that you understand

how your recording would be shared if you agree to the terms.

- Go through any other questions you might have about the project and your recording.

### **How to Record**

On the day of your interview, make sure to set aside a full hour for your recording so that you have plenty of time. Find a quiet and comfortable space in your home, away from distractions and noisy appliances.

If you'll be recording via a computer, it's best to wear headphones to avoid an echo in the recording. You should also make sure that your internet, camera and microphone are all working. Your interviewer will email you the details for how to join a virtual recording session.

If you are recording by phone, your interviewer will call you directly at the scheduled time.

After you've finished recording, your interviewer will ask for you to submit a *Queens Memory Consent Form* and a photo to go alongside your interview.

### **Your interviewer is required to ask the following questions:**

1. Spelling and pronunciation of your first and last name
2. That you consent to a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License for the interview you are creating. Your interviewer will ask "Do you agree to the terms and conditions outlined in the Queens Memory Informed Consent and Copyright Permission form that I shared with you over email?"
3. The neighborhood(s) in Queens where you live, work, or go to school

### **Interview Questions**

You and your interviewer will discuss topics and events you'd like to cover in the interview. This Interview Topics List will give you an idea of what you might discuss:

<https://bit.ly/QM-InterviewTopics>