

QUEENS MEMORY

Interview Participant Guide

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

To learn more about Queens Memory, visit www.queensmemory.org. To listen to excerpts from other Queens Memory interviews, visit queenslibrary.aviaryplatform.com. If you have any questions, please contact us at queensmemory@queenslibrary.org or (718) 990-8532.

What to Expect

A Queens Memory volunteer or staffer will be your interviewer. You and your interviewer will decide together if you would like to record your interview in person or remotely by phone or computer. This person will handle all the technical aspects of the recording and will guide you throughout the experience.

Your interviewer will also ask you for a profile portrait. This can be a photo of yourself that you share, or your interviewer can take a photo of you on the day of your interview (if in-person). Your interviewer will also share a [pre-interview questionnaire](#) with you that you might find helpful to complete as a way to recall the names and dates from the past that you'll be discussing in your interview. If you feel comfortable sharing some or all of your questionnaire answers with the archives, future researchers will be very grateful for the additional biographical information.

Before your interview, your interviewer will share the Queens Memory consent form for you to review: <https://bit.ly/QM-Consent>. If you have any questions about this form, please reach out to us at queensmemory@queenslibrary.org or (718) 990-8532.

How to Prepare

Your recording will likely take 45-60 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.

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.

- If recording remotely, discuss what technology you have at home and determine the best way to record. You can record by phone or computer.
- Discuss what you'd like to share during your recording, such as specific stories and experiences. If you're looking for inspiration, check out these [suggested topics](#).
- Establish any topics you do not want to discuss during your interview.
- Review the Queens Memory *Consent Form* and the optional *Pre-Interview Questionnaire* 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 90 minutes for your recording so that you have plenty of time. Find a quiet and comfortable space to sit, away from distractions and noisy appliances. Feel free to stop the recording for breaks, if needed.

If you record via a computer, your interviewer will email you the details for how to join a virtual recording session. 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.

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

Your interviewer is required to begin the interview with the following script:

"This is [full name of interviewer]. Today is [month/day/year]. I am interviewing for the [first, second, etc.] time [full name of interviewee]. This interview is taking place at [general address; may include description, such as home of, office of]. This interview is part of the Queens Memory Project."

After you've finished recording, your interviewer will have a printed consent form for you to sign (if you interview in-person) or ask for you to submit an online Queens Memory [Consent Form](#) and a photo to go alongside your interview.

After Your Interview

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 1000 interviews. It will be preserved at the Queens Public Library Archives and made available to the public.