Cataloging Worksheet Instructions – Oral Histories

**Church Area:** Name the Church Area where you live. *(Example: Europe East Area, South America South Area)*

**CHL Call #:** The Church History Department will assign a call number while processing the Cataloging Worksheet. This call number will then be sent back to the submitter, who should add it to his or her copy of the worksheet for future reference. *(Example: OH 4219)*

**Worksheet created by:** Person who completed the Cataloging Worksheet. *(Example: Gary Olsen)*

**Worksheet edited by:** This field is to remain blank until the Church History Department assigns a staff member to review and edit the worksheet.

**Have you attached the required signed Donation Agreement?** Select “Yes” or “No”. Remember that a signed Donation Agreement is required to submit the interview.

**Case File:** The interviewee’s family name or surname followed by their given names *(Example: García, Juan)*

**Date of Interview:** Day, month, and year when you recorded the interview. *(Example: 16 May 2015)*

**City and state/country where interview was recorded:** List the city, state (if applicable), and country where you recorded this interview. *(Example: Mexico City, Mexico)*

**Principle language of the interview:** List the language spoken the most during the interview *(Example: Spanish)*

**Other languages:** List any other languages spoken during the interview *(Example: English, Portuguese)*

**Length of interview:** The total length of the interview in hours, minutes, and seconds. *(Example: [01:14:32])*

**Interviewer’s Given Name:** The given name of the interviewer. *(Example: Marcus)*

**Interviewer’s Family or Surname:** The Family or Surname of the interviewer. *(Example: Harris)*

**Interviewer’s Complete Name:** The complete name of the interviewer. *(Example: Marcus Kevin Harris)*

**Interviewer(s) birth year:** *(Example: 1956)*

**Interviewee’s Given Name:** The given name of the interviewee. List multiple interviewees if appropriate. *(Example: Juan)*

**Interviewee’s Family of Surname:** The Family of Surname of the interviewee. List multiple interviewees if appropriate. *(Example: García)*

**Interviewee’s Complete Name:** The complete name of the interviewee. List multiple interviewees if appropriate. *(Example: Juan José García Díaz)*

**Interviewee(s) birth year:** *(Example: 1941)*

Modified 1 April 2016
Interviewee’s Phone numbers(s): *(Example: Home 0234-549-9877, Cell 0234-465-54581)*

Interviewee’s E-mail address: *(Example: devega77@qv.com)*

Interviewee’s Residence: *(Example: Calle Zokolo 240, Mexico City, Mexico 9870)*

Interview Description: Complete this section in accordance with the following instructions.

Overview: The interview description should briefly identify the significant themes and topics discussed in the interview. A good description will help a researcher find the interview in the Church History Library Catalog.

What to include: Generally, the list of significant topics needed for the interview description can be copied over from the main topics in the interview outline. For a topic to be considered significant, it should be discussed extensively during the interview and include important information about the subject. Leave out topics that were merely mentioned or not covered in detail. In addition, make sure to include significant topics discussed that were not originally part of the interview outline. When determining what topics to include and what to leave out, consider the following criteria:

- Is this topic relevant to Church history and likely to be of broad interest to future researchers?
- Did the interviewee provide valuable information about a topic?

General guidelines:

- Be sure to follow the guidelines given in the oral history style guide.
- Include contextual information that is helpful to a researcher, such as full names (people, organizations, and places) and dates (generally inserted using parenthesis).
- Occasionally, you may want to highlight a particular part of the interview that is not adequately described in the list of significant topics (for instance, a historically significant or faith-building story). Do this by adding an additional sentence under the topic where it came up.
- Generally, an interview description will list about 3-5 significant topics.

Sacred, Private, or Confidential Information: Select “Yes” or “No” to indicate whether or not it applies. If there is sacred, private, or confidential information, list the start and end times during this interview that these topics were discussed. *(Example: 00:36:15-00:39:56)*

Significance: State the interviewee’s connection to the Church and why you chose to interview this person. This may include the person’s callings, date of baptism, participation in a significant event, or some other contribution to Church history.

Other Useful Information: When applicable, provide additional information that could be useful to a cataloger or researcher. For instance, you could include concerns about sacred, private, and confidential information that was not communicated adequately above.