

***An Oral History of Tidal Creek Cooperative Food Market
of Wilmington, NC***

A collaboration between Tidal Creek Co-op and the
UNCW Public History Program

This oral history project will document the scope and diversity of the founding, growth, and development of Tidal Creek Cooperative Food Market through recorded and transcribed interviews with people who participated in these processes. Criteria for acceptance of materials include the following:

1. Collectively, materials should represent the full scope of the founding, growth and development of Tidal Creek.
2. Interviews should be between one and one-half hours in length.
3. Materials should have substantial content and/or provide unique insights into Tidal Creek's history.
4. Materials should have the highest possible listening/viewing quality.
5. Materials should include the following: a completed processing checklist, two DVD copies, completed transcripts, and the original signed consent forms.
6. Each student should conduct three separate one-on-one interviews with subjects who participated in key features of Tidal Creek's history.
7. Materials should be complete by 3:30pm on November 1, 2011. Interview transcripts should be uploaded to the file "Interview Transcripts" on the PB Works site Tidal Creek Project. DVDs and consent forms should be placed in the research manual in the graphics room.

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Processing Checklist

<i>Narrator</i>	<i>Interviewer</i>
Name:	Name:
Contact Info:	Contact Info:
Interview Date:	Interview Place:

Date Completed	Action	Notes
	Original Recording	
	Consent Form Signed	
	Recording Copied to DVD	
	Media Labeled	
	Transcribed	
	Audit-check Transcript	
	Transcript to Narrator	
	Transcript Approved	
	Transcript Printed	
	Catalog Record	

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Transcription and Labeling Guide

Labeling

The DVD copies must be labeled with the following information:

1. The words “Oral History of Tidal Creek Cooperative Food Market of
Wilmington, NC [new line] Tidal Creek Cooperative and UNCW Public History
Program”
2. Narrator’s Name
3. Interviewer’s Name
4. Date of Interview

Transcription Guide

Our interview transcripts provide an accurate rendering of the intellectual content of the interview, and serve as the ultimate preservation format. Transcripts are not a substitute for the audio interview, the primary document, or the most complete capture of the narrator’s experience, but rather a tool to quickly find relevant sections of the recording, and a backup to verify hard-to-hear sections and the spelling of names. With this in mind, please transcribe every meaningful word, but not necessarily “umms,” false starts, repetitions and other extraneous sounds.

Program: Microsoft Word

Font: Times New Roman

Size: 12 point

Spacing: 1.5 spacing throughout text.

Interviewer’s voice: Italics

Margins: one-inch margins except the left side, which should be 1.5 “

At head of transcript:

Title of project, centered

Name of narrator, left justified (label “Narrator:”)

Name of interviewer, left justified (label “Interviewer:”)

Date of interviewer, left justified (label “Date of Interview:”)

Place of interview, left justified (label “Place of Interview:”)

Initials: Use the full name for the first time the narrator and interview speak; after that, use initials in all caps.

Brackets: use brackets to indicate interruptions or other relevant information; for inaudible words, use [inaudible]

Numbering: number pages at lower right

Oral History Project Grading Rubric (30)

Processing Checklist complete _____/5

Audio quality (both subject and interviewers can be clearly heard;
extraneous noise limited) _____/7.5

Video quality (subject appropriately framed and lit; background appropriate
for use in exhibition) _____/7.5

Transcript adherence to guidelines and accuracy _____/10

TOTAL _____/30