



The Library of Congress

# VETERANS HISTORY PROJECT

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## **Field Kit** **Conducting and Submitting Interviews**

Library of Congress  
American Folklife Center

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*The Veterans History Project collects and preserves personal stories  
and other original materials from America's war veterans.*



# **The United States Congress created the Veterans History Project (VHP) in 2000 as part of the American Folklife Center at the Library of Congress, one of the world's most respected research and cultural institutions.**

VHP's purpose is to collect, preserve and make accessible the personal accounts of American's wartime veterans so that future generations may hear directly from veterans and better understand their selfless service.

**Who** — Veterans who served in the United States military, in any capacity, from World War I through recent conflicts are eligible to participate, regardless of branch or rank. As contributors to this national preservation effort, volunteers from around the country interview veterans and collect first person narratives. Any individual or organization may participate, including veterans' family members and friends age 15 or older, high school and university educators, authors, veterans' service organizations, places of worship, retirement communities, Scout troops, local businesses and professional associations. Loved ones of deceased veterans may submit their veteran's first person narratives.

**What** — VHP accepts veterans' personal narratives in the forms of original, unedited audio- and video-recorded interviews, photographs, letters, diaries, journals, military documents, two-dimensional artwork, maps and unpublished memoirs that meet minimum requirements. VHP also welcomes video and audio recordings of the impact of their loved one's service from Gold Star family members, defined as a parent, spouse, sibling or child of a member of the Armed Forces who became missing in action or who died of injuries as a result of their wartime service.

**When** — Any day is a good day to share, record or submit a veteran's story. Begin today. No matter when a veteran shares his or her story, the legal copyright belongs to the veteran, Making VHP a safe place to preserve these accounts.

**Where** — Conduct VHP interviews in any quiet, indoor location such as a home, office or conference room.

**Why** — Researchers, scholars and educators rely upon VHP collections as a primary source. These oral histories, photographs, manuscripts and other original materials are a rich supplement to historical texts, and a valued cultural resource. Veterans' family members treasure the memories that are permanently preserved at the Library of Congress for future generations. To view materials in the reading room, please contact VHP at least 10 days in advance to schedule an appointment to research or view collections on site. Email [vohp@loc.gov](mailto:vohp@loc.gov) or call 202-707-4916.

**How** — First, contact the veteran to conduct a pre-interview, so that you can gather details about their military service and determine which questions to ask during the recorded interview session. Then, go to our website, [www.loc.gov/vets](http://www.loc.gov/vets), and **print one of the lists of suggested interview questions** that best match your veteran's service. Afterward, sit down with the veteran and conduct a video- or audio-recorded interview. You may also submit a collection of original photographs or documents that tell the veteran's story from his or her perspective, even if the veteran is deceased or unable to share an oral history. Remember to submit original materials only and follow the *30-20-10 Rule* (p.3).

Continue reading this entire Field Kit for details on how to prepare (p.2), how to participate (p.3), how to submit collections (p.4), how to access collections (p.5) and how to get more information (p.5).

New Initiative: You may also bring your veteran to the Library of Congress and interview them on-site using our equipment. Contact VHP to schedule an appointment.

If you have questions, contact the toll-free message line at 1-888-371-5848 or email [vohp@loc.gov](mailto:vohp@loc.gov). Visit VHP online at [www.loc.gov/vets](http://www.loc.gov/vets).



**Participating in the Veterans History Project is easy to do. Read this entire Field Kit, and follow each step to ensure your submission meets all requirements. Use this checklist as you proceed.**

- [Step I: Prepare](#)
- [Step II: Participate](#)
- [Step III: Submit](#)
- [Step IV: Access](#)
- [Step V: Inquire](#)

## Step I: Prepare

Whether you are a veteran or a volunteer/interviewer, preparation is vital. You significantly increase the research value of a collection when you take the time to familiarize yourself with the VHP process and conduct a pre-interview to gather background information before participating.

### All participants:

- Visit the VHP website, [www.loc.gov/vets](http://www.loc.gov/vets).
- View the [instructional video](#).
- Read responses to the [Frequently Asked Questions](#).
- Search the veterans' collections [database](#) to familiarize yourself with how information is captured.
- Access and subscribe to VHP's social media sites:  
→ Blog: <http://blogs.loc.gov/folklife/category/veterans-history-project/>    → Facebook: <https://www.facebook.com/vetshistoryproject>    → RSS: <http://www.loc.gov/rss/vhp/vhp.xml>
- Review updated media and [format standards](#). Technology changes frequently!
- Print additional forms and Field Kits if needed.

### Veterans:

- Complete the Biographical Data Form (p.7) and Veteran's Release Form (p.9).
- Search your home for photographs that may help you share your story (p.14).
- Search your home for documents that may help you share your story, or help you write an unpublished memoir (p.15).

### Volunteers/Interviewers:

- Conduct a pre-interview with the veteran by phone or in person to review forms and gather details about their military service, so that you may determine which questions to ask during the recorded interview session.
- Go to our website, [www.loc.gov/vets](http://www.loc.gov/vets), and **print one of the lists of suggested interview questions** that best match the veteran's service.
- Think of additional interview questions that are specific to the veteran's personal experience, war/conflict, branch, background, etc., and write them down.
- Complete the Interviewer's Release Form (p.10), and all other required forms (p.11–15).
- Secure a quiet, indoor location for the interview.
- Test equipment for sound and lighting before each interview.
- Carefully review the Accepted Media and Format Standards list (p.16).

## Step II: Participate

Participation is easy! All you need to participate are a willing veteran, a recording device, external microphone if you have them, a volunteer interviewer who is age 15 or older, the forms in this Field Kit and a list of suggested interview questions from our website.

### All participants:

- **Ensure** audio- and video-recordings are at least 30 minutes or longer, and unedited.
- **Submit** only original materials to VHP.
- **Keep** a copy of all recordings, forms and other materials and provide copies to the veteran.
- **In addition, keep** a digital file for at least one year.

### Veterans:

- **Share** your story with a friend, loved one or community volunteer who will record a conversation about your military experiences; and/or
- **Contribute** a collection of original photographs, letters or military correspondence; and/or
- **Donate** your unpublished, original memoir.
- **Sign** the Veteran's Release form no matter which way you choose to participate. This gives us permission to place your name and collection online, and explains your copyright retention.

### Volunteers/Interviewers:

- **Interview** a veteran in your family or community using an audio- or video-recording device. Remember to first conduct a pre-interview, and then **print a list of suggested interview questions from our website**. See p.16 for a list of acceptable media and recording formats.
- **Collect** a veteran's original photographs, letters and other historical documents in addition to, or instead of, conducting a recorded interview.
- **Sign** the Interviewer's Release form. This gives us permission to place your name and the veteran's collection online, and explains your Copyright retention.
- **Remember** to submit only original materials.
- **Follow** the *30-20-10 Rule*. Materials that fail to meet at least one of the following minimum requirements will be dispositioned (returned to the contributor).
  - **30** minutes is the minimum length required for audio- or video-recorded interviews  
and/or
  - **20** pages is the minimum number of pages required for memoirs, diaries or journals  
and/or
  - **10** is the minimum number of photographs, letters, maps or pieces of artwork  
and the minimum number of pages required for military documents
- **Complete** all required forms (p.11–15).

### Boy Scouts and Girl Scouts of America:

- **Email** [vohp@loc.gov](mailto:vohp@loc.gov) before you write your Eagle Scout or Gold Star proposal, or conduct any interviews. You will then receive special participation, submission and approval instructions.

## Step III: Submit

Make two copies of the interview and other materials prior to submitting a collection. Keep one copy for yourself and give one to the veteran. To avoid damages caused by the Library of Congress' special security screening process, **do not use the U.S. Postal Service**. Place your items in a box, enclose a cover letter (p.16) and use one of the following submission options.

The Library of Congress  
Veterans History Project  
101 Independence Avenue, SE  
Washington, DC 20540-4615

Ship via commercial carrier	Hand-deliver	Boy Scouts and Girl Scouts of America
(e.g., FedEx, UPS, etc.) Do not pay extra for expedited service. Use "Ground" or the least expensive delivery option.	Email <a href="mailto:vohp@loc.gov">vohp@loc.gov</a> or call 202-707-4916 in advance to schedule your visit so a VHP can meet you.	Enclose your final approval signature page, and add <i>Attn.: Scouting Program</i> to the shipping label.

### What Happens Next?

Once your materials are received, they will go through the following process, which may take up to six to eight months.

- 1. Review** — VHP staff will review your materials to ensure they meet minimum requirements. Materials that do not meet VHP's minimum requirements will be returned to the contributor within eight to 10 weeks.
- 2. Acknowledgement** — VHP staff will acknowledge receipt of your materials via postcard within eight to 10 weeks. **Scouts** should allow one week for a staff member to acknowledge receipt, and allow four to six weeks for final approval signature.
- 3. Data Entry** — VHP staff will enter details about the veteran and the materials into an internal collections database, which is used for inventory and research purposes.
- 4. Archiving** — VHP staff will carefully label, preserve and store your materials in a temperature- and moisture-controlled environment to ensure they will not degrade.
- 5. Creation of Online Record** — VHP staff will create an online record for every veteran, accessible through a search of the online database at [www.loc.gov/vets](http://www.loc.gov/vets). In addition to the veteran's name and details about his or her military service, the online record also will include the contributor's name and organizational affiliation. Currently due to funding considerations **not every collection is digitized. Collections that include digitized content** are identified by a "VIEW DIGITIZED COLLECTION" button.

## Step IV: Access

Researchers may access VHP collections either online at [www.loc.gov/vets](http://www.loc.gov/vets), or by appointment in-person at the Library of Congress. Schedule your visit at least 10 working days in advance by email at [vohp@loc.gov](mailto:vohp@loc.gov) or call 202-707-4916.

## Step V: Inquire

For more information about the VHP collections, how to participate or the latest news, contact us:

- Phone: 202-707-4916
- Toll Free Message Line: 1-888-371-5848
- Fax: 202-252-2046
- Email: [vohp@loc.gov](mailto:vohp@loc.gov)
- Website: [www.loc.gov/vets](http://www.loc.gov/vets)
- Facebook: <https://www.facebook.com/vetshistoryproject/>
- Blog: <http://blogs.loc.gov/folklife/category/veterans-history-project/>
- RSS: <http://www.loc.gov/rss/vhp/vhp.xml>

# Cover Letter

# Cover Letter

Date (month/day/year): \_\_\_\_\_

Donor's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Dear Veterans History Project Staff:

Enclosed, please find a total of \_\_\_\_\_ Veterans History Project collections for the following veterans.

Veteran's Name	Materials Enclosed
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I have reviewed the following checklist to ensure that each of my collections meets VHP's minimum requirements.

### Submission Checklist

- Original, unedited interview/materials
- Audio and Video Recording Log (p.11)
- Veteran's Release Form (p.9)
- Materials meet minimum quantities (p.3)
- Recordings last at least 30 minutes each
- Photograph Log (p.14)
- Interviewer's Release Form (p.10)
- Biographical Data Form (p.7)
- One recording per media format (CD, DVD etc.)
- Manuscript Data Sheet (p.15)

Signed, \_\_\_\_\_

Cover Letter (Please print, complete and submit with the collection)



# Biographical Data Form (Required)

To ensure inclusion in the Veterans History Project, this form must accompany each submission. Please use reverse or additional sheet if service was in more than one war or conflict.

**Please Print Clearly**

Veteran

Veteran's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

-

Telephone: (      ) \_\_\_\_\_

Email: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Death Date: \_\_\_\_\_

(month/day/year)

(month/day/year)

Next of Kin: Name and Address: \_\_\_\_\_

Race/Ethnicity (optional): \_\_\_\_\_

Male

Female

*Though you are not required to do so, providing this information will help researchers and ensure our collections accurately reflect the diversity of all who served.*

Branch of Service or Wartime Activity: \_\_\_\_\_

Commissioned

Enlisted

Drafted

Service dates: \_\_\_\_\_

to \_\_\_\_\_

Highest Rank: \_\_\_\_\_

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.): \_\_\_\_\_

War, operation or conflict: \_\_\_\_\_

Locations of military service: \_\_\_\_\_

Battles/campaigns (Names): \_\_\_\_\_

Medals or service awards (Please list as specifically as possible.): \_\_\_\_\_

Special duties/highlights/achievements: \_\_\_\_\_

Was the veteran a prisoner of war? Yes

No

Did the veteran sustain combat or service-related injuries? Yes

No

Interviewer (if applicable): \_\_\_\_\_

**(Please use reverse for any additional biographical information.)**

**Biographical Data Form** (Please print, complete and submit with the collection)

## Additional Service History Information (if necessary)

Branch of Service or Wartime Activity:

Commissioned

Enlisted

Drafted

Service dates:

to

Highest Rank:

Unit, Division, Battalion, Group, Ship, etc. (Do not abbreviate.):

War, operation or conflict:

Locations of military service:

Battles/campaigns (Names):

Medals or service awards (Please list as specifically as possible.):

Special duties/highlights/achievements:

Was the veteran a prisoner of war? Yes  No

Did the veteran sustain combat or service-related injuries? Yes  No

Additional Biographical Information:

# Veteran's Release Form (Required)

(See reverse for Interviewer's Release Form)

## To be Completed by Veteran (In cases of deceased veterans, to be completed by the donor of the material.)

I, \_\_\_\_\_, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the American Folklife Center plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

## Accepted and Agreed

Signature: \_\_\_\_\_

Date (month/day/year): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Veteran's Address: \_\_\_\_\_

Veteran's Next of Kin: Name & Address: \_\_\_\_\_

Name of Interviewer (if applicable): \_\_\_\_\_

Relationship to Interviewer: \_\_\_\_\_

**Library of Congress American Folklife Center VETERANS HISTORY PROJECT**

# Interviewer's Release Form (Required)

(See reverse for Veteran's Release Form)

**To be Completed by Any/All Interviewers, Recording Operators and Photographers Present (Please circle appropriate category.)**

I, \_\_\_\_\_, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the American Folklife Center plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

## Accepted and Agreed

Signature

Date (month/day/year):

Printed Name

Signature of Parent or Guardian (if interviewer is a minor):

Date (month/day/year):

Printed Name of Parent or Guardian:

Address

City

State

ZIP:

-

Telephone: (      )

Email:

Name of Veteran:

Organization affiliation (if any):

**Library of Congress American Folklife Center VETERANS HISTORY PROJECT**

# Audio and Video Recording Log (Required)

## 1. Name and address of contributor or interviewer.

Name of Contributor/Interviewer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Organization affiliation (if any): \_\_\_\_\_

## 2. Name and birth date of the veteran being interviewed as it appears on the Biographical Data Form.

Name of Veteran: \_\_\_\_\_

Birth Date: \_\_\_\_\_

## 3. Recording format (please check)

Video type

Digital Video (MiniDV, DVCAM, DVPRO)

DVD-R Video

USB (thumb/flash) drive

OTHER (identify): \_\_\_\_\_

Audio type

Cassette

CD-R

USB (thumb/flash) drive

## 4. Digital File type (please check)

WAV

MPEG2/MPG

MOV

MPEG4/MP4

OTHER (identify): \_\_\_\_\_

## 5. Estimated length of recording (in minutes):

*Recordings must be at least 30 minutes in length and unedited*

## 6. Date of recording:

## 7. Location of recording (City, State):

**8. Please log the topics discussed in the interview in sequence. You may estimate the minute marks. Providing this information ensures that key interview topics are readily identifiable and will greatly increase access to the collections for researchers (see next page).**

**Example:**

<b>Minute Mark</b>	<b>Topics</b>
1:00	introduction
2:30	enlisted with best friend
4:50	chose Signal Corps and reasons why
10:00	boot camp and early days, memorable instructor
22:40	on board troop ship to Europe
26:00	part of 2nd wave at Omaha Beach on D-Day
30:00	message for future generations

<b>Minute Mark (estimated)</b>	<b>Topics (presented in order of discussion on recording)</b>

**Minute Mark (estimated)**

**Topics (presented in order of discussion on recording)**


**Audio and Video Recording Log** *(Please print, complete and submit with the collection)*

# Photograph Log

If the back of the photograph is too slick to label using a soft pencil, enclose each photograph in a labeled envelope. Do not use a pen or marker to label photographs. Do not use tape, glue, staples or paper clips on photographs. List each person in photos from left to right (L-R) on description line.

Name of Veteran: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(month/day/year)

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**Photograph #:** \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Description: \_\_\_\_\_

**(Use additional log sheets as needed.)**



# Manuscript Data Sheet (Required with memoirs, letters, diaries or other written materials)

## Guidelines for Writing a Memoir

Typewritten, double-spaced documents are easiest for researchers to read. Spark your memory by searching your home for documents and photographs from your service days. Use the [questions from our website](#) as a guide for developing chapters or a table of contents to help researchers locate specific topics in your memoir.

## Guidelines for Submitting Letters and Other Written Materials

Identify, by name, the writers and recipients of the letters and other documents, and their relationship to the veteran or civilian whose name appears on the Biographical Data Form (p.7). Describe the most interesting/important topics and events mentioned in the letters or documents.

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### 1. Name and address of donor.

Name of Donor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

-

Telephone: \_\_\_\_\_

( \_\_\_\_\_ )

Email: \_\_\_\_\_

Organization affiliation (if any): \_\_\_\_\_

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### 2. Name and birth date of the veteran or civilian professionally supporting the war as it appears on the Biographical Data Form.

Name of Veteran: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

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### 3. Other location(s) these materials have been donated:

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\_\_\_\_\_

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(Use additional data sheets as needed.)

## Accepted Media And Format Standards

Use the highest quality recording equipment available. The Library of Congress requires submission of unedited materials in their original format. Record only one interview per media. Do not write on, add labels to or copy protect any CD or DVD. Do not modify previously created content prior to submission. Please contact [vohp@loc.gov](mailto:vohp@loc.gov) to confirm acceptability before donating material in a format other than those listed.

**Recordings must be at least 30 minutes in length.**

**VHP accepts the following media:**

- DVD-R
- CD-R
- USB (thumb/flash) drives
- Digital Video (DV) MiniDV, DVCAM, DVCPRO
- Audio Cassettes

**Use the following file extensions when creating new content:**

WAV (audio)	on CD-R or a USB (thumb/flash) drive Specifications: 96 kHz, 24-bit (suggested) or 44.1 kHz, 16-bit
MPEG-2/MPG (audio/video)	on DVD-R or a USB (thumb/flash) drive Specifications: the highest quality equipment allows.
MPEG-4/MP4 (video)	on DVD-R or a USB (thumb/flash) drive Specifications: the highest quality equipment allows.
MOV (video)	on DVD-R or a USB (thumb/flash) drive Specifications: the highest quality equipment allows.
TXT/RTF (text)	on CD-R, DVD-R or a USB (thumb/flash) drive
TIF/JPG (image)	on CD-R, DVD-R or a USB (thumb/flash) drive Specifications: minimum 300 ppi, 600 ppi (suggested)

### Mobile Device Recordings

VHP media and format requirements are compatible with available applications on most mobile devices. Always choose a quiet, indoor location, and test device before recording. Please contact [vohp@loc.gov](mailto:vohp@loc.gov) to confirm acceptability before donating material in a format other than those listed.

#### For iOS Users (iPad, iPhone, iTouch)

- Use “Camera” App for video recordings
- Set default video format to MOV
- Use “Voice Memo” App for audio recordings
- Set audio quality to at least 44.1 kHz (16-bit). The 96 kHz (24-bit) setting is ideal.
- Import recordings through “iTunes”
- Submit recordings to VHP on either CD/DVD or USB (thumb/flash) drive

#### For Android Users

- Use “Camera” App for video recordings
- Set default video format to 3GP
- Use “Voice Recorder” App for audio recordings
- Set audio quality to at least 44.1 kHz (16-bit). The 96 kHz (24-bit) setting is ideal.
- Import recordings through USB Cable
- Submit recordings to VHP on either CD/DVD or USB (thumb/flash) drive

Visit [www.loc.gov/vets](http://www.loc.gov/vets) for the latest, detailed mobile device recording instructions.

## Remember The Do's And Don'ts

DO	DON'T
<b>DO</b> Send only original, unedited materials	<b>DON'T</b> Send photocopies, scans or edited materials
<b>DO</b> Send recordings that are at least 30 minutes long	<b>DON'T</b> Send recordings that are less than 30 minutes long
<b>DO</b> Conduct interviews in a quiet, indoor location	<b>DON'T</b> Conduct interviews outside or in noisy areas
<b>DO</b> Set up the recording equipment in advance	<b>DON'T</b> Adjust equipment/zoom during recording
<b>DO</b> Interview U.S. military veterans	<b>DON'T</b> Interview non-U.S. military veterans
<b>DO</b> Record veterans' firsthand experiences	<b>DON'T</b> Record or disclose private information or serial numbers
<b>DO</b> Send photographs, original written materials and 2-D art	<b>DON'T</b> Send uniforms, dog tags or other artifacts
<b>DO</b> Place CDs and DVDs in labeled cases or envelopes	<b>DON'T</b> Label or write directly on CDs or DVDs
<b>DO</b> Ensure CDs and DVDs are playable before sending	<b>DON'T</b> Copy protect CDs or DVDs
<b>DO</b> Submit all required forms for each veteran	<b>DON'T</b> Submit materials without required forms
<b>DO</b> Enclose a cover letter with each package	<b>DON'T</b> Submit packages without a cover letter
<b>DO</b> Use a commercial delivery service	<b>DON'T</b> Use U.S. Postal Service
<b>DO</b> Use "Ground" or least expensive delivery option	<b>DON'T</b> Pay extra for expedited Shipping
<b>DO</b> Submit deceased veterans' materials	<b>DON'T</b> Submit proxy interviews on behalf of veterans
<b>DO</b> Submit one veteran's interview per media	<b>DON'T</b> Submit group/multiple interviews on one media
<b>DO</b> Wait six to eight months to view online record	<b>DON'T</b> Expect online record to appear immediately
<b>DO</b> Request a Spanish/English Field Kit if needed	<b>DON'T</b> Submit non-English interviews or forms
<b>DO</b> Voluntarily participate with VHP	<b>DON'T</b> Request/accept payment to participate with VHP

### ***Do Not Submit Materials Beyond Those Specified.***

*Should any part of the collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or elsewhere within the Library, the Library may dispose of such material in accordance with its procedures for disposition of materials not needed for the Library's collections.*

## Veterans' Resources

The Veterans History Project is an oral history program and does not handle veterans' official service records, benefits or health care. Please refer to the following resources if you or a veteran you know need assistance.

Resource	Phone	Web
Veterans Service Records	1-866-272-6272	<a href="http://www.archives.gov/veterans">www.archives.gov/veterans</a>
Veterans Benefits	1-800-827-1000	<a href="http://www.benefits.va.gov/benefits">www.benefits.va.gov/benefits</a>
Veterans Health Care	1-877-222-8387	<a href="http://www.va.gov/health">www.va.gov/health</a>
Veteran Crisis Line	1-800-273-8255, Press 1	<a href="http://www.VeteransCrisisLine.net">www.VeteransCrisisLine.net</a>

### **Do you have artifacts you wish to donate but are unable to because they are out of VHP's scope?**

Visit [www.loc.gov/vets/relatedrepositories.html](http://www.loc.gov/vets/relatedrepositories.html) for a list of repositories that may be willing to accept three-dimensional items such as medals, uniforms and dog tags. To ensure the safety of your collection, please contact institutions before sending materials. Some institutions maintain a specific collections focus, so please contact the museum staff, archivist or curator to learn more about their collecting policies and the kinds of materials they can or cannot accept. Neither the Veterans History Project, the American Folklife Center nor the Library of Congress can speak for other institutions' collecting policies.

# Additional Information

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*"If we don't tell our story, then nobody will know what transpired."*

– DONALD GRIFFITH, KOREAN WAR VETERAN

*"Our students have the opportunity to leave their classrooms, go out into the community and hear firsthand accounts of combat and life during wartime from the people who actually made that history. Talk about bringing history alive!"*

– EILEEN HURST, CENTRAL CONNECTICUT STATE UNIVERSITY

*"I cannot express how enlightening and interesting this project has been. From these people, I have learned a great deal about courage, endurance, and patriotism that I have not, and could not have, found in my own generation."*

– BRADY SCHUH, EAGLE SCOUT

*"It was a good thing that I sent the originals to you, or they would now be destroyed. Hurricane Katrina put 5½ feet of water in our home... so I'm glad the Library of Congress has them."*

– SHIRLEY CARPENTER, WWI VETERAN'S FAMILY MEMBER

*"Working as a community volunteer for the Veterans History Project, I have learned so much history, geography, and of the humble sacrifice that Americans have made."*

– GWENDOLYN COPELAND, COMMUNITY VOLUNTEER

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**Veterans History Project**  
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Library of Congress  
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Washington, DC 20540-4615

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msg: 1-888-371-5848

fax: 202-252-2046

email: [vohp@loc.gov](mailto:vohp@loc.gov)

web: [www.loc.gov/vets/](http://www.loc.gov/vets/)

facebook: [www.facebook.com/vetshistoryproject](http://www.facebook.com/vetshistoryproject)

