

Portrait of Colorado at 150 Storytelling Initiative Oral History Toolkit

The America 250 - Colorado 150 Commission is proud to partner with History Colorado on A Portrait of Colorado at 150 as we seek to increase representation and voices in Colorado's documented history; equip communities with skills, tools, and training; and empower local communities to collect and share stories through oral history. Together, we will co-curate at least 150 stories representing every region of our state.



History Colorado





**Portrait of Colorado at 150
Storytelling Initiative**

h-co.org/collections

ORAL HISTORY TOOLKIT

INTRODUCTION

So, you want to record, document, preserve, and share stories through oral history? Welcome to History Colorado's Portrait of Colorado at 150 Storytelling Initiative's Oral History Toolkit!

This online resource provides information about planning and carrying out oral history collection projects. History Colorado's approach to oral history is informed by the best practices of the [Library of Congress](#) and the [Oral History Association](#). Our informed consent form, essential in documenting and preserving any oral history, was developed by experts at History Colorado and approved by the Attorney General of Colorado.

TERMINOLOGY

Narrator / Interviewee: The person who is sharing their firsthand experiences and personal recollections in an audio or video recording. The narrator can be a community or family member, elder, tradition bearer, and/or participant in a story recording or collecting project.

Collector / Interviewer: The person conducting the interview and recording the narrator's stories

Individual oral history recording session: The narrator and collector sit down together to record stories. The collector provides uninterrupted time for the narrator to share their stories in as much or little detail as they choose. The collector provides a safe and quiet space for the recording and asks clarifying questions.

Storytelling circle recording session: A storytelling circle is a group of individuals sharing stories from their own experience and memories—focusing on themes that are important to the community. Through this communal sharing of memories, participants can experience the weaving together of the collective memory.

DONATING ORAL HISTORIES TO HISTORY COLORADO

Should individuals, families, or communities wish to donate oral histories for inclusion in History Colorado's permanent collection, please submit the following to hc_poco150@state.co.us

- ❖ Signed informed consent form
- ❖ Audio file in an MP3 or WAV format OR MP4 video file
- ❖ Completed oral history description form
- ❖ Photo of the narrator
- ❖ Completed photo collection form (if collecting photos)

If you would like to donate other artifacts, please email our team at hc_poco150@state.co.us

CONTENTS

1. Preparing to Record Oral History
 - A. How To Record Oral History Stories
 - B. Exploring the Art of Collecting Oral Histories
2. Oral History Resources

Narrators should carefully review and sign an informed consent form that gives permission for the recording and for others to listen to it. Informed consent is also required for inclusion in museums and archives including History Colorado. Any of the following may be used as provided here:

- A. Consent Forms
 1. Generic Library of Congress Consent Form
 2. Informed Consent Form
 3. Informed Consent Form with Anonymous Option
 4. Spanish Informed Consent Form
 5. Spanish Informed Consent Form with Anonymous Option
 6. Minor informed Consent Form

The following forms are optional and can be used to prepare for oral history recording, provide information about a particular oral history, and allow for organized photo details if collecting images.

- B. Oral History Collection Forms
 1. Background Form – The background form is an optional form for the narrator to use to prepare for the oral history recording. The collector may also provide questions for the narrator to think about before the oral history session.
 2. Oral History Description Form – This form is used to document information about the oral history narrator.
 3. Photo Collection Form – This form can be used to document information about any photos scanned or collected from the

narrator at the time of the oral history recording.

C. How-To Guides

1. How-To Record Audio Using a Zoom Recorder
2. How-To Record Audio Using an iPhone
3. How-To Clean Up Audio Using Audacity
4. How-To Scan Photos with a Photo Scanner

D. Portrait of Colorado at 150 Logos

1. Logo with URL-email
2. Logo with URL
3. NEXT 50 Logo
4. POCO Logo Long

E. Example Flyers

1. Community Gathering Flyer
2. Donation Flyer
3. Open House Flyer

F. Example Activities

1. Mapping Activity
2. Photo Identification Activity
3. School Photo Sharing Activity
4. Storytelling Activity

ORAL HISTORY LENDING RESOURCES

Visit our [Oral History Lending Resource](#) page to borrow audio and photo scanning equipment at no charge with a refundable deposit. We will mail the kit to you for free!



Portrait of Colorado at 150 - Storytelling Initiative
Check out the collection! h-co.org/collections

Oral History Webinars and Drop-In Monthly Dates

Webinars: These will be virtual and will cover an introduction to PoCo and our free resources as well as time to answer questions about participant projects and oral history collection.

Drop-Ins: These will be open "office hours" where folks can drop in virtually and get advice and consultation about their storytelling collection projects.

March – Thursday, March 26th from 11-12

March Drop-In – Tuesday, March 31st 12-1

April – Tuesday, April 21st from 1-2

April Drop-In – Tuesday, April 28th from 12-1

May – Wednesday, May 13th from 12:30-1:30

May Drop-In – Wednesday, May 27th from 2-3

June Drop-In – Wednesday, June 10th from 12-1

June – Wednesday, June 17th from 2-3

July Drop-In – Wednesday, July 15th from 2-3

July – Friday, July 17th from 11-12

August Drop-In – Wednesday, August 5th 12:30-1:30

August – Thursday, August 20th from 3-4

September – Thursday, September 3rd from 10-11

October – Tuesday, October 6th from 12-1



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Exploring the Art of Collecting Oral Histories

WHAT ARE ORAL HISTORIES?

- Recording and preserving original, historically interesting information from personal recollections
- Firsthand information about a person's lived experiences
- Ways to explore our lives, experiences, and identities and how it helps us understand history: family (immediate, generations, ancestors), community (neighborhood, subculture, organizations, industries), and history (broader events happening during person's lifetime)

SIX R'S OF ORAL HISTORY COLLECTION

Research [learn about community and its history]

Who, What, When, Where, Why

- What is the purpose of your project?
- What are you exploring?
- What do you want to learn?

How

- Will this be an individual oral history collecting project or community memory gathering?
- Will you be soliciting other types of information such as artifacts, photos, news clippings, etc.?

Background

- Community: social media, word of mouth, neighborhood visits
- Background form: demographics and family history – people, places, education, careers, military service, church, clubs and organizations, culture

Rapport [establish relationships, communicate process, explain rights of narrator and consent forms]

Identifying Roles

- What is your role as collector?
- Who are the people/narrators who can best provide this information?

Narrator Identification and Engagement

- **List:** Make a list of those already involved in the context of your oral history project. Decide on best contacts -- tradition bearers, leaders, community and/or family members, elders

- **Measure:** Gauge interest through newsletter, newspaper, community bulletin, and/or word of mouth
- **Consider:** Be aware of your own role and relationship to narrators (identities of race, ethnicity, gender, sexuality, nationality, ability, values, and beliefs)

Restraint [prepare efficient equipment, ask clear questions, listen closely, follow up]

Question Development

- Identify 4-6 general questions

Question Types:

- **Closed:** questions that can be answered with yes or no [Are you from Colorado?]
- **Open:** questions that require focused, factual details [Tell me about when and how your family arrived in Colorado.]
- **Reflective:** questions that require the narrator to tap into memories and emotions [How did you feel about your family moving to Colorado?]
- **Connecting:** questions that require the narrator to connect past to present [How do you think Colorado is different today than when your grandparents arrived?]

Recording Preparation

- **Location:** in person, virtually, telephone
- **Devices:** iPhone, Zoom (licensed), handheld recorders, telephone (remember charger, batteries, list of guiding questions)
 - **Recorder:** Check battery, volume levels
- **Time:** 1-3 hours (typically)
- **Considerations:** background noise, narrator's comfort zone, neutral areas
 - **Narrator support:** consent forms, water, throat lozenge or hard candy; tissues
 - **Practice:** spend time with the recorder; practice recording and playing back ahead of time

Greet the Narrator

- **Explain the process** – how the interview will take place and how you will begin: e.g. I'll start the recording, pause for a few seconds so we can get a baseline of background sounds, and then I'll give a brief introduction before we start talking.
- **Begin with an Introduction** – start with something simple – when and where were you born; tell me where you're from; connect to place/community/individual

Conduct the Interview

- **Place:** Arrange recorder equal distance between you and narrator; set recorder so you can monitor without turning away from narrator
- **Record:** Hit record
- **Intro:** Say your introduction and go; include –
 - Your name
 - Narrator's name

- One-sentence description “Thank you for speaking with us today about your experiences with. . .”
- Date
- Location
- Ask if you have permission to record [OHA best practices indicate verbally recorded agreement as back up for no signed consent]

Retreat [close interview, thank narrator]

Ending Collection

- Thank the narrator(s)
- Stop recording
- Explain how information will be used and follow up
- Be sure you have signed consent form and photo

Review [listen and learn from the recording]

- Consider creating an Index -- time-stamped “table of contents” list of topics and ideas from the interview OR a Transcript – word for word text of the oral history
- “Share back” -- send back to narrator to listen; share audio/video files via email or community newsletter; upload to SoundCloud/YouTube

Respect [honor individuals and their experience; allow them to tell their stories the way they remember them and are willing to share]

Be a Good Collector

- **Neutral Space:** Provide a neutral space for narrator to tell their story
- **Active Listening:** Looking off-camera or not maintaining eye contact with the narrator may indicate distraction or disinterest
- **Silences:** Expect and welcome silences. Allow narrator time to think; refrain from interrupting long pauses – it takes time to recall stories from long ago. Avoid jumping to next question too quickly; ask questions at an appropriate level; if narrator doesn’t understand the question, rephrase rather than repeat; “tell me more about...” “can you explain. . .” “say more about. . .”
- **Body Language:** Watch one’s own body language, such as crossed arms, facial responses, like frowning, raised eyebrows, biting a lip, head nods or shakes
- **Stillness:** Strive to stay quiet, including non-verbal sounds that might be perceived to indicate approval or disapproval; avoid disagreeing, taking offense, correcting inaccuracies, or mispronunciation, passing judgement, offering criticism, or interpreting their story
- **Narrator Body Language:** Watch the narrator’s body language, particularly for signs of fatigue or being done telling their story

*Adapted from Martha Ross’s “Six Rs of Oral History” provided by the Smithsonian Institute Archives

HOW TO

Recording Oral Histories

Kim Kennedy White, PhD, Associate Curator of Arts & Leisure
and John W. Emery Family Associate Curator of Oral History



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Colorado**



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What is oral history?

Oral history recording is a way to preserve original stories, told from an individual's personal experience, viewpoints, and perspectives.

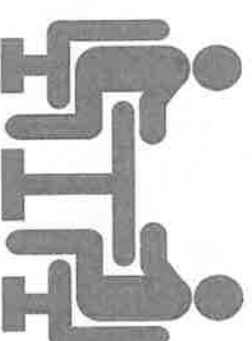
Oral histories provide firsthand, primary source material.

Oral histories add to our understanding of family, community, and history.

What are the “Six Rs” of oral history collection?

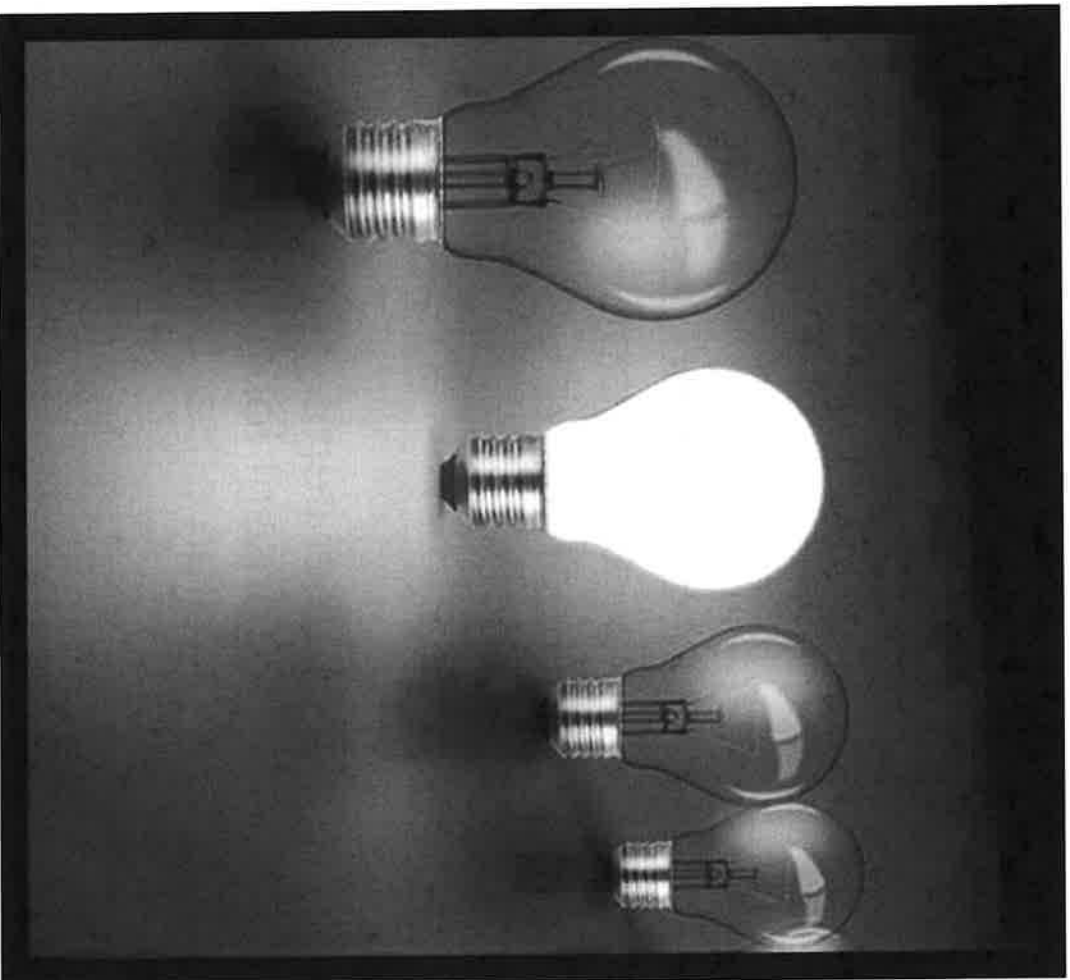
- Research** (learn about community and its history)
- Rapport** (establish relationships, communicate process, explain rights of narrator and consent forms)
- Restraint** (prepare efficient equipment, ask clear questions, listen closely, follow up)
- Retreat** (close interview, thank narrator)
- Review** (listen and learn from the recording)
- Respect** (honor individuals and their experiences; allow them to tell their stories the way they remember them and are willing to share)

*Adapted from Martha Ross’s “Six Rs of Oral History” provided by the Smithsonian Institute Archives



Preparing to
record oral
histories





What's My Plan?



What is the purpose of your project? What stories are you exploring, and what would you like to learn?



Who are the people/narrators who can best provide this information?



Will you gather other types of information such as photos, news clippings, and other items?



How will I carry out my plan?



Location (quite neutral space)



Time (generally 1-2 hours per oral history)



Recording devices (audio or video recorder; virtual Zoom)



Other items (consent form, water, other forms)



What kinds of questions should I ask?



CLOSED
(Yes or No)



OPEN
(factual
details)



REFLECTING
(memories
and feelings)



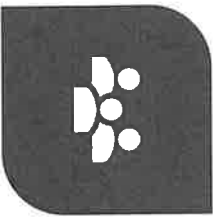
CONNECTING
(past to the
present)



Sample Questions

- ❖ **Closed:** Questions that can be answered with a yes or no.
 - ❖ Are you from Colorado? Were you born and raised here?
- ❖ **Open:** Questions that require the narrator to give focused, factual details: who, what, when, where, why.
 - ❖ What can you tell me about when and how your family arrived in Colorado?
- ❖ **Reflective:** Questions that encourage narrators to tap into memories and emotions.
 - ❖ How did you feel about your family moving to Colorado? How did you respond to these changes?
- ❖ **Connecting:** Questions that ask narrators to connect the past to the present.
 - ❖ How do you think Colorado is different today than when your grandparents arrived?

How can I identify and engage narrators?



DEVELOP A PLAN TO
TRACK STORYTELLERS



MAKE A LIST OF THOSE
INVOLVED IN YOUR
PROJECT



GAUGE INTEREST
THROUGH VARIOUS
OUTLETS



IDENTITIES (Be aware
of your own position
and biases)



Recording oral histories



How should I prepare to record stories?

Equipment

Narrator
supports

Time and
place

Practice



How can I
be a good
collector?

**Neutral space (comfortable
and quiet; no distractions)**

**Active listening (eye contact;
phone away; clear attention)**

**Body language (open arms,
interested facial expressions; read
the narrator for signs of fatigue
and finished talking)**

Greeting the Narrator

Confirm
details

One
sentence
description

Explain
process



What should the introduction include?

- ❖ Your name
- ❖ Date
- ❖ Narrator's name
- ❖ Location
- ❖ Identify broad topic
- ❖ Welcome and thank narrator
- ❖ Ask if you have permission to record

Sample Introduction

Hello, this is Jane Doe, and it is August 19, 2025. I am here today with John Smith at the History Colorado Center to talk about ranching in Routt County.

Welcome, and thank you for joining me today, John. To confirm, do we have your permission to record your oral history for the History Colorado collection?



How should I conduct the interview?

Place: Recorder should be equal distance between the narrator and collector

Record: Press record and wait 3-5 seconds

Introduction: Say your introduction then go!



What should I do at the end of the oral history recording?



Thank the narrator



Stop recording and save to your computer



Follow up – email the oral history to the narrator for review and approval



Confirm signed consent from the narrator



Take a photo of the narrator; scan narrator photos if part of the oral history

What if I would like to donate oral histories to History Colorado?

If you would like to donate oral histories for inclusion in the History Colorado permanent collection, please submit the following to hc_poco150@state.co.us

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If you would like to donate other artifacts, please email our team at hc_poco150@state.co.us





QUESTIONS?

EMAIL:

hc_poco150@state.co.us

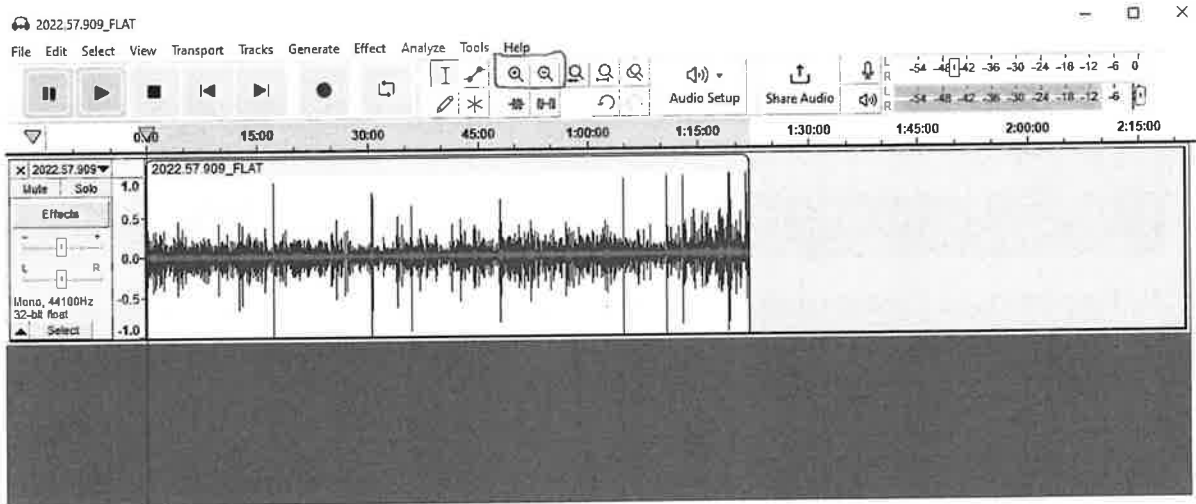
Portrait of Colorado at 150 Storytelling Initiative:

- ❖ Consultations & trainings
- ❖ Online oral history toolkit
- ❖ Free community equipment lending resources
- ❖ Drop in oral history webinars

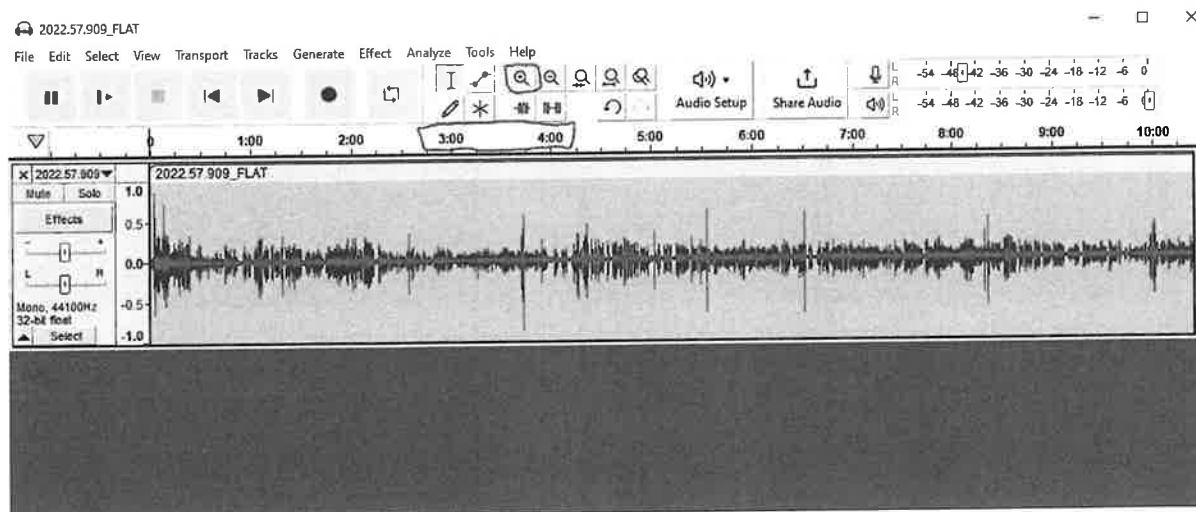


HOW-TO: CLEAN UP AUDIO USING AUDACITY

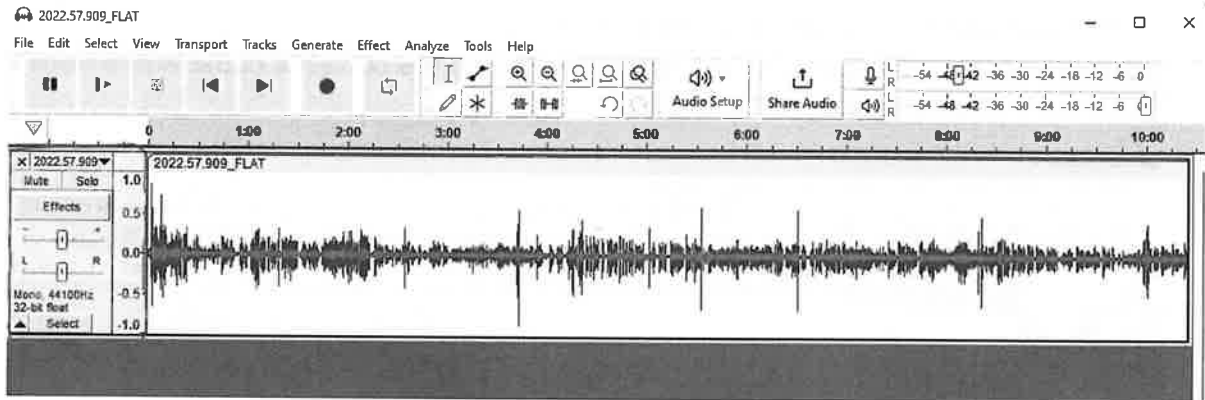
1. Open Audacity (free [download](#))
2. Drag and drop audio track into Audacity
 - a. Use the Zoom in / Zoom out tool to see the contents of the entire track or close up segments.



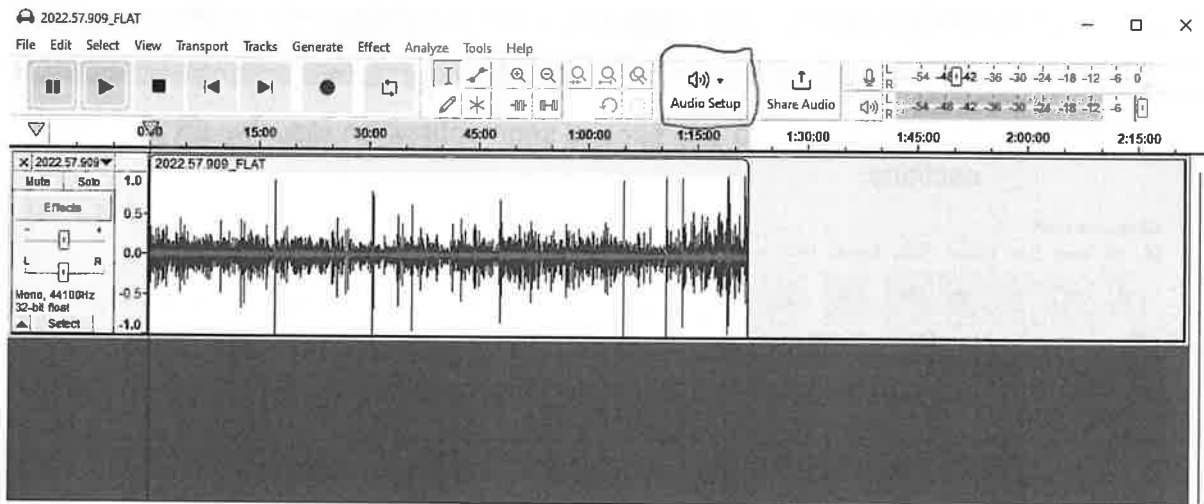
- b. I like to zoom in to one second segments when cleaning up specific sections.



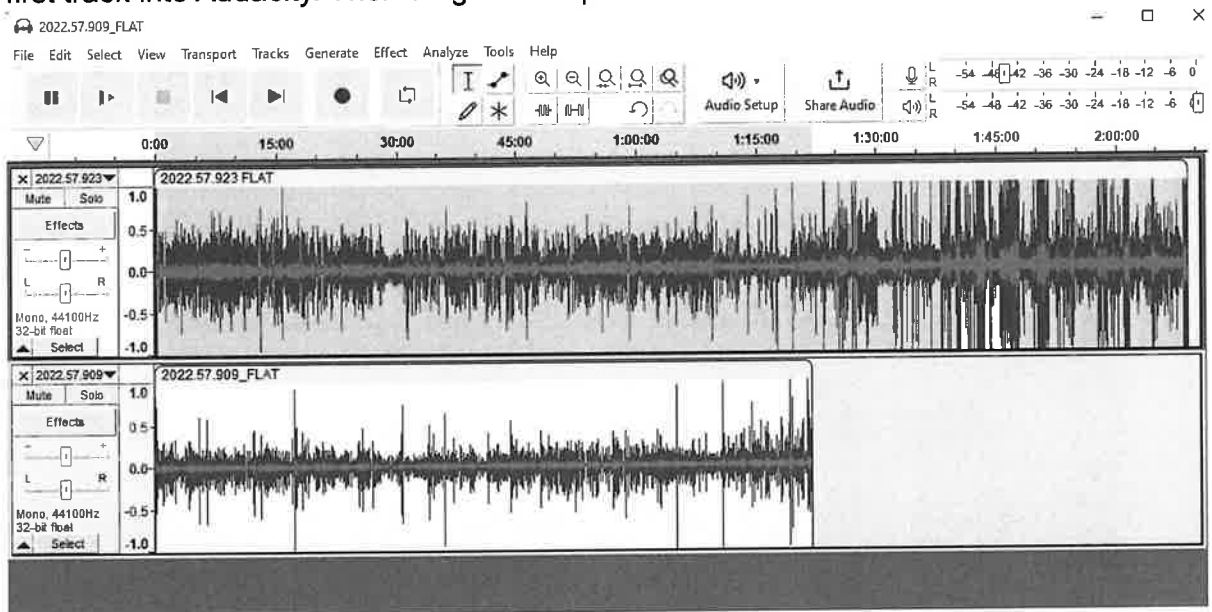
- c. **TIP:** You can highlight the entire audio track by clicking once in the gray box to the left of the track.



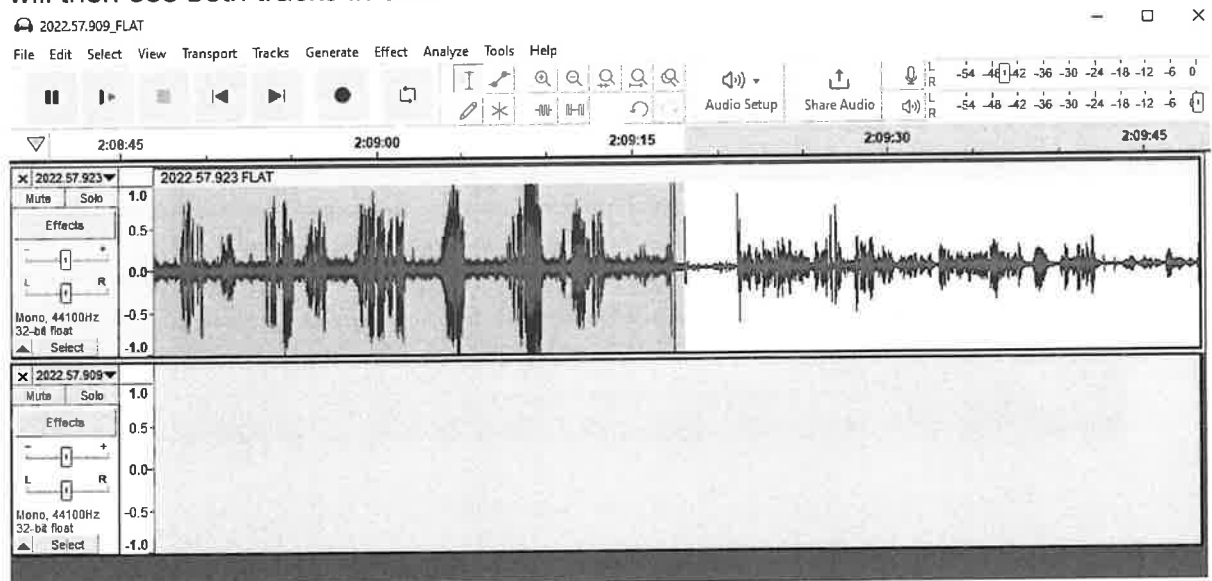
3. I recommend always using headphones/earbuds. Ensure you can play the oral history and hear it. For sound issues, click Audio Setup, Playback Device, and Headphones – this usually solves the problem.



4. For more than one audio track that you would like to combine, drag and drop the first track into Audacity. Then drag and drop the second track.

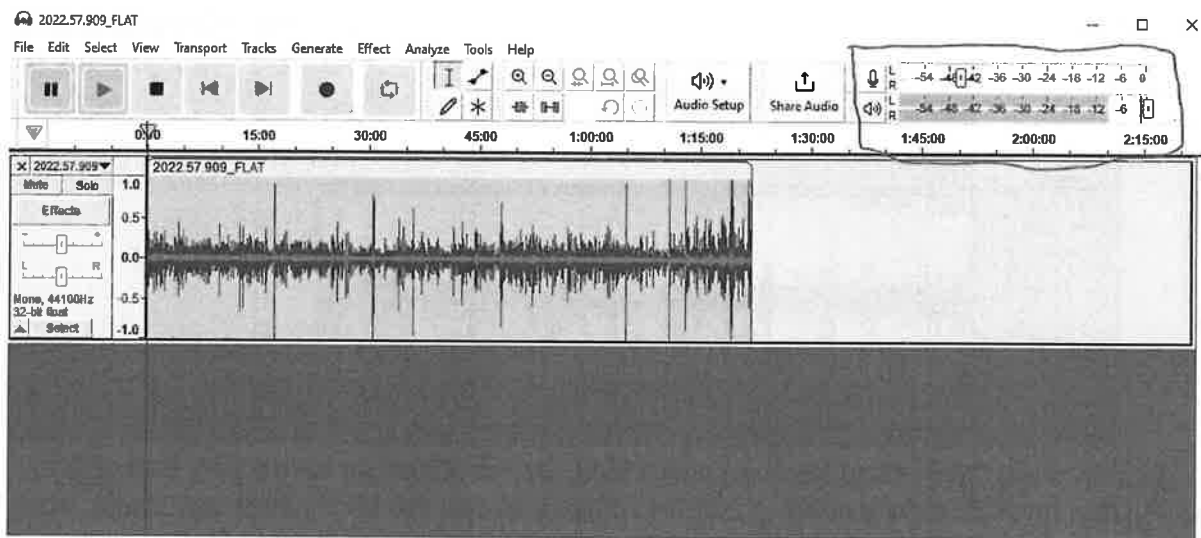


5. Highlight the second track and click Edit, Delete. Then go to the very end of the first track (I usually need to zoom in closely to see the end). Click and paste. You will then see both tracks in one.

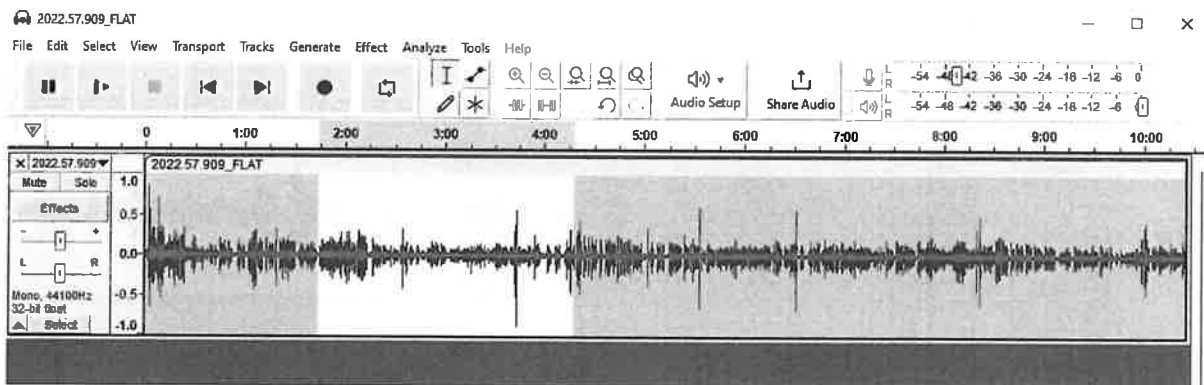


6. Volume

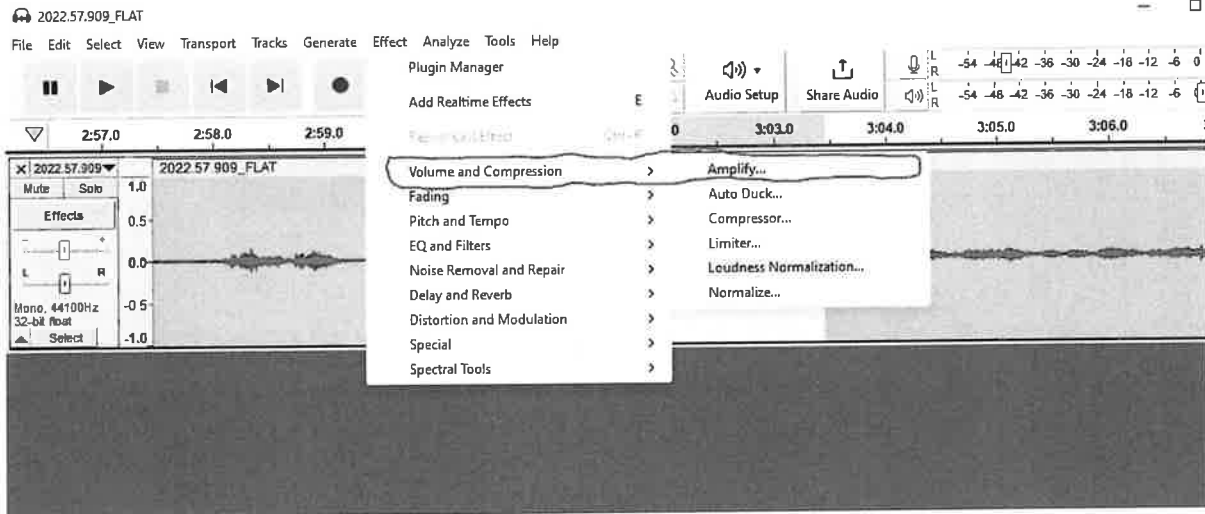
- a. Ideal volume should fall between -12 and -6; this means that when a person is speaking, most of the sound is within this general range. You will see that the green bar moves as the person is talking and registers the volume level.



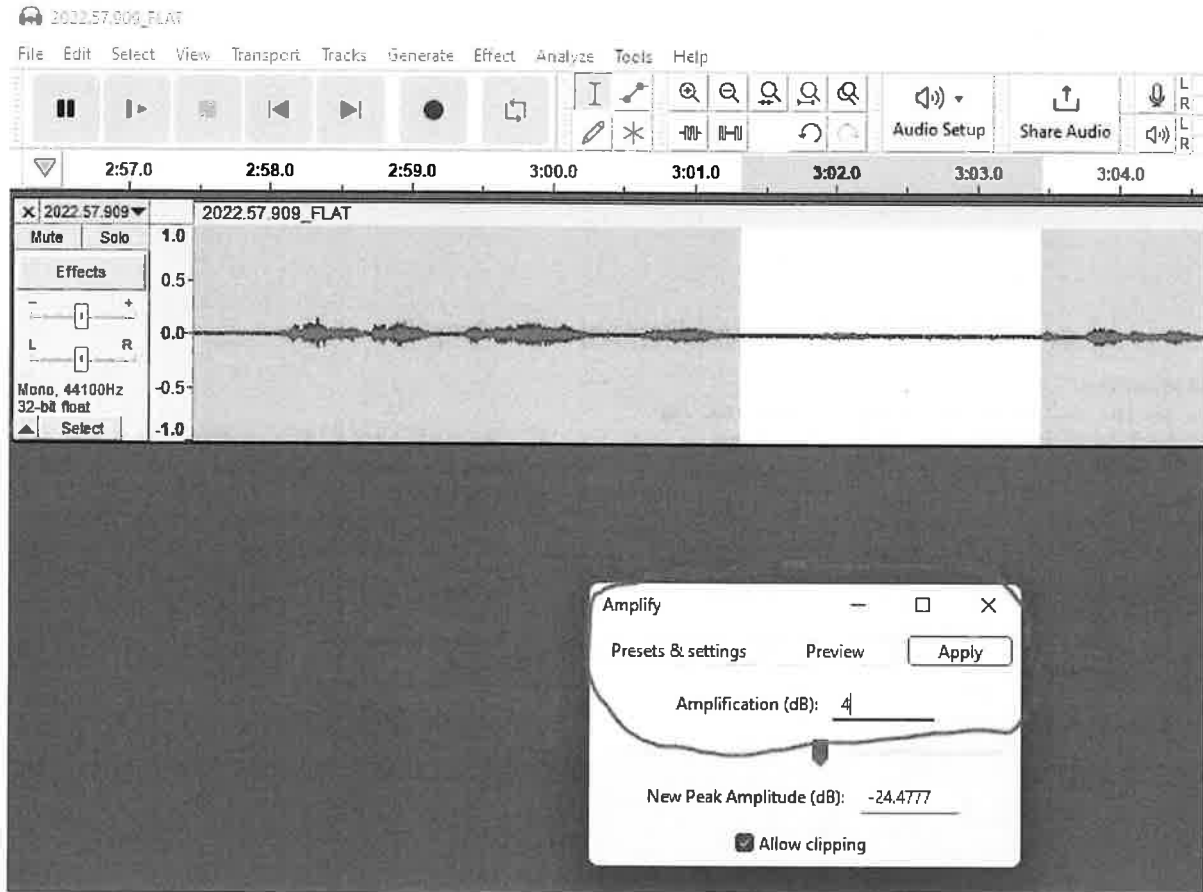
- b. To turn volume up and down, highlight a segment of your track.



c. Click Effect, Volume and Compression, Amplify



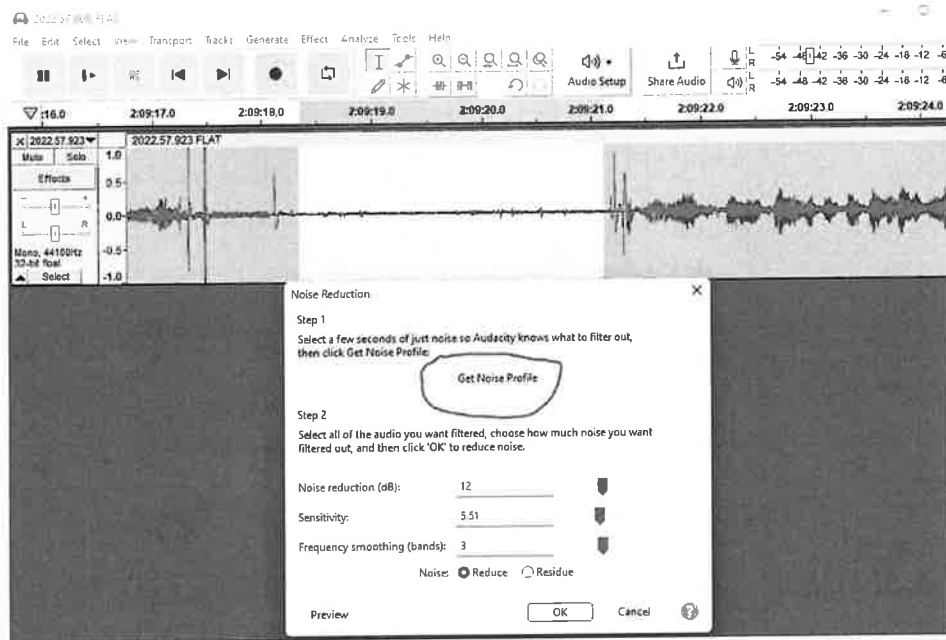
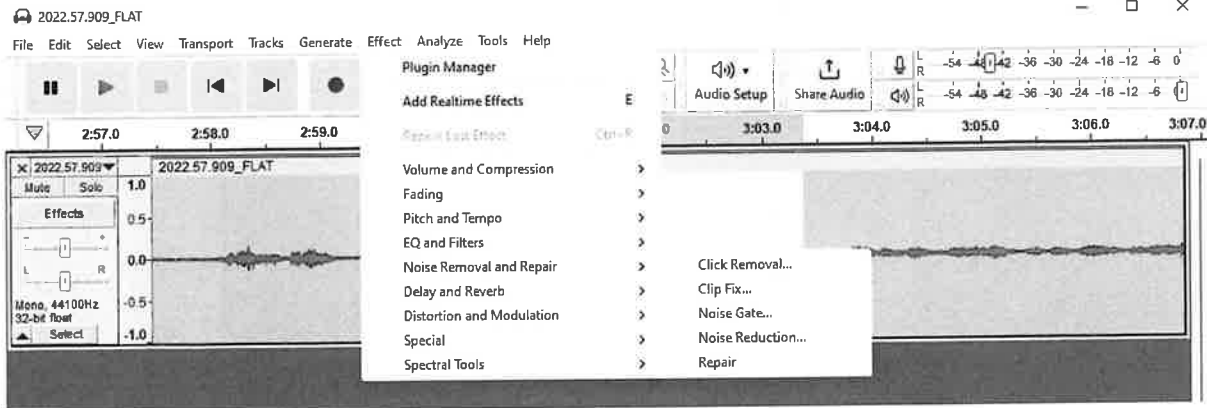
- d. Adjust the number up or down. Turn the volume up (e.g. +4) or turn it down (e.g. -4). Click Preview to hear it.



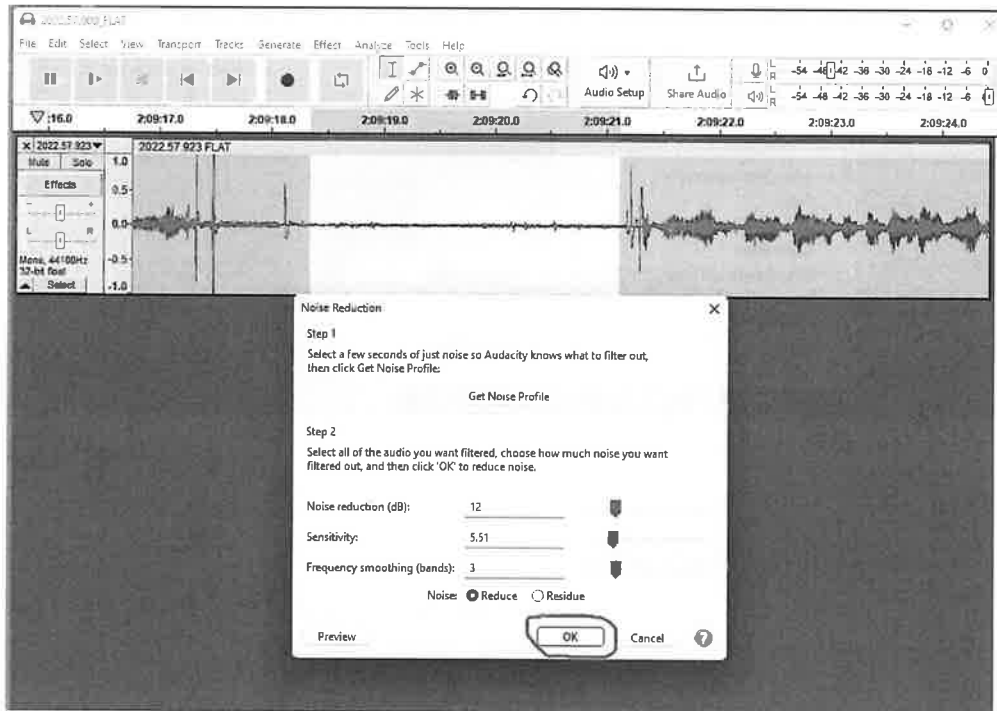
- e. Once you know where you want the volume, highlight the entire audio track; click Effect, Volume and Compression, Amplify, and put in the number you want up or down, and click Apply.

7. Cleaning up Background Noise

- a. Note: Use these steps for background buzzing, hissing, or other sounds you want to remove. Some noises like background talking, planes overhead, and cars whizzing by are challenging to remove because they will also diminish the speaker.
- b. Rule of Thumb: If you can hear the words of the speaker, it will be fine. We are not going for perfection here – we just need to be able to clearly understand the speaker.
- c. To minimize noise: Zoom in to the decisecond (very close in).
- d. Highlight a section at the beginning with NO talking; press play to ensure there is no speaking (if there is, the noise reduction will also take out speech).
- e. With the section highlighted, click Effect, Noise Removal and Repair, Noise Reduction. Then in the box that opens, click Get Noise Profile.



- f. Next, highlight the entire track. Click Effect, Noise Removal and Repair, Noise Reduction, and in the box that opens, click Ok.



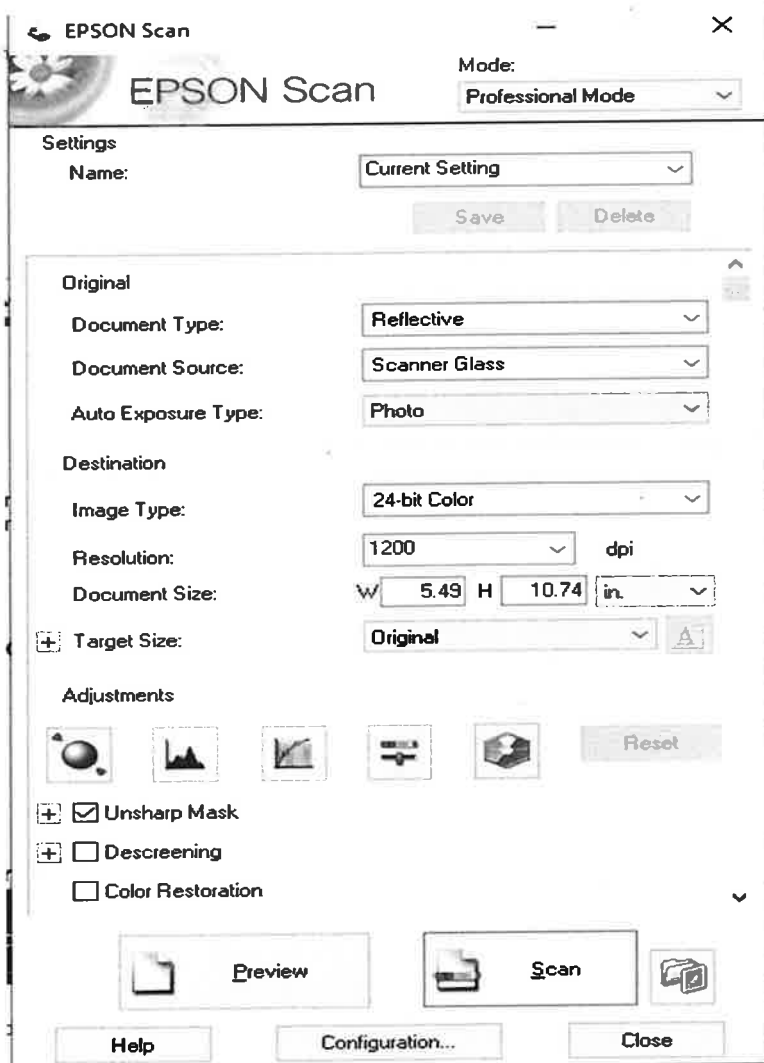
- g. Repeat this process if needed by selecting another section in the middle of the oral history with no talking and repeat steps e and f.
8. **Fancy Effects:** Some other things to try. Note that you can find videos on most Audacity options on YouTube.
- Fade in/out: Highlight a bit of the beginning and click Effect, Fading, Fade in or Fade out
 - Loudness normalization: Great if two or more combined files have different volume, sound, etc. Highlight track, click Effect, Volume and Compression, and Loudness Normalization
 - Things to try to clarify speaker (note you can highlight sections and use Preview before committing): Effect/Volume and Compression/Compression; Effect/EQ and Filters/High-Pass or Low-Pass Filter
 - Tip:** If you've made a change and don't like it, use ctrl Z to go back a step.
9. **Saving:** When you are done editing and ready to save, click File then **Export Audio**. Change title as needed; use Browse to choose save location.
10. Remember, the raw, unedited version of the oral history should be a WAV file (e.g. 2024.1.wav); the edited version should be an MP3 file labeled USE (e.g. USE.2024.1.mp3). Both versions go in the digital drop off folder for Amy. The USE file is what you will upload to SoundCloud.



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HOW-TO: SCAN PHOTOS WITH A PHOTO SCANNER

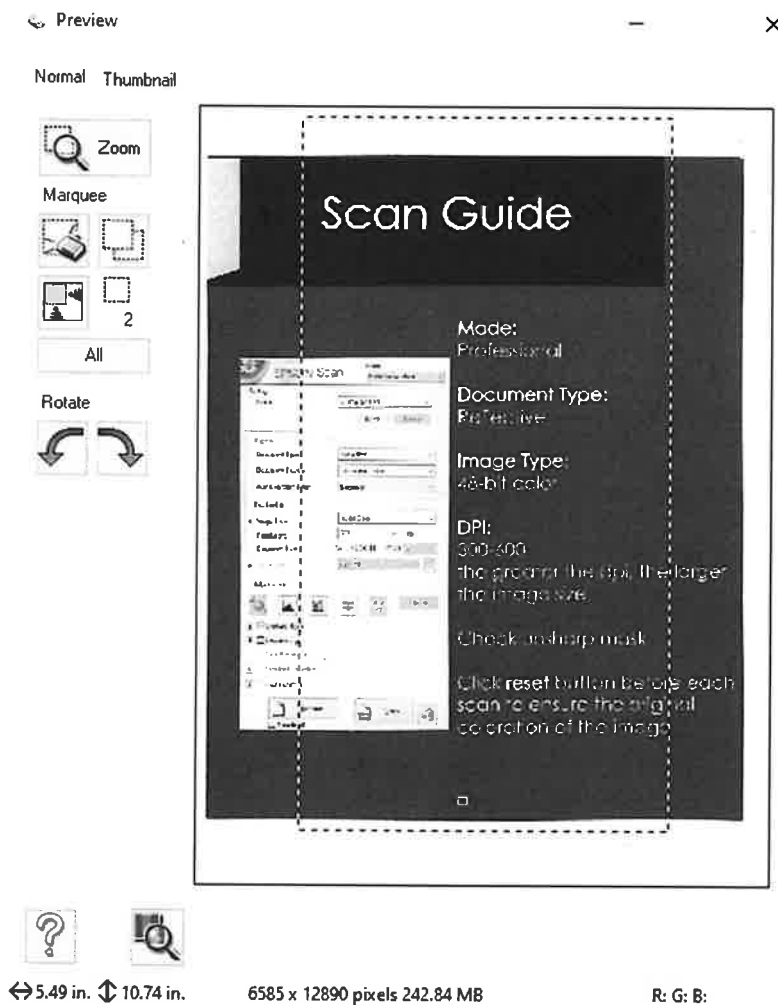
- 1) Create a folder on the desktop to house the photos
- 2) Open Epson Scan
- 3) Make sure all settings look like the below image:



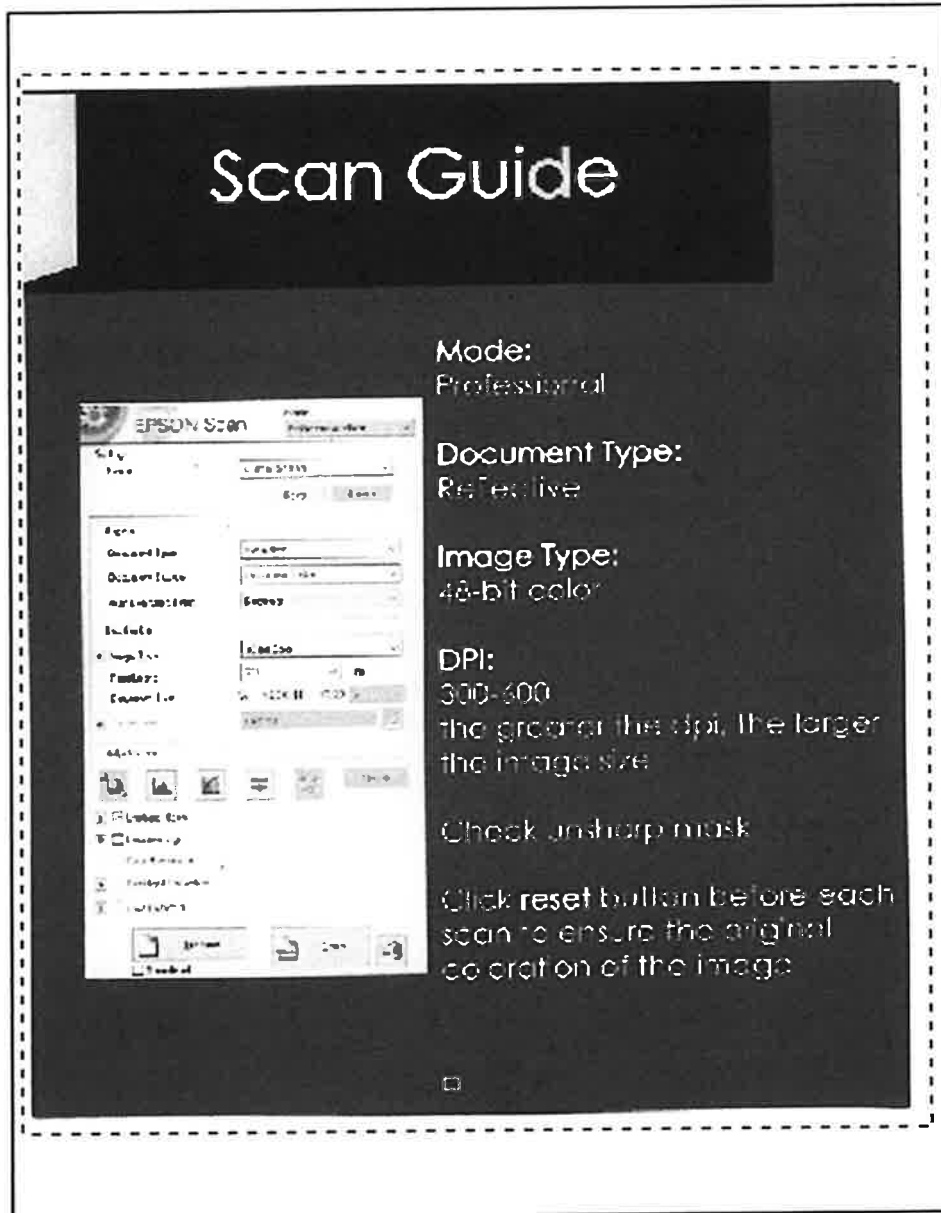
- 4) Make sure the scanner bed is clean without dust
- 5) Place the photo facing down. If possible, scan the photos in batches of two or three. Possible scanning setups—including the front and backs, when relevant.



- 6) Click Preview.
- 7) You will see a new window pop up with a preview of the image:



- 8) Click on the square with the small green square on the left side of the screen to adjust the dotted line. You should have a slight margin between the line and the border of the photos:



Scan Guide

Mode:
Professional


Document Type:
Reflective

Image Type:
48-bit color

DPI:
300-600
the greater the dpi, the larger the image size

Check unsharp mask

Click **reset** button before each scan to ensure the original coloration of the image



9) Adjust the resolution: for group of photos use 1200 dpi, for the back of photos use 300 dpi.

Image Type: 

Resolution:  dpi

For individual photos adjust the resolution so you have at least 6000 pixels on the long side of the pixels number.

Resolution will appear at the bottom of the preview window:



→8.23 in. ⇄ 10.30 in.

4939 x 6177 pixels 87.28 MB

10) When you are ready, click reset and then scan. A new window will open:

File Save Settings [X]

Location

My Documents

Pictures

Other: MoMNorthside__09.10.2022 Browse...

File Name (Prefix + 3-digit number)

Prefix: Start Number:

Image Format

Type: Options...

Details: Byte Order: Windows
Color/Grayscale Compression: None
B&W Compression: None
Embed ICC Profile: ON

Overwrite any files with the same name

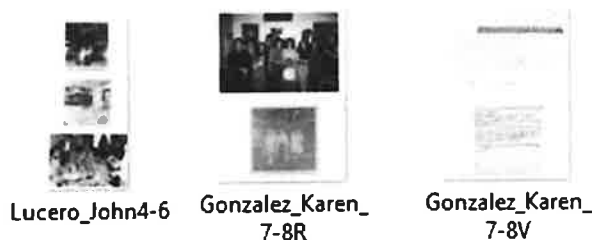
Show this dialog box before next scan

Open image folder after scanning

Show Add Page dialog after scanning.

11) Click Browse to locate the folder you created on the desktop for the project.

12) Go to the folder on your desktop and rename the file to reflect the ID number of the Photo collection worksheet. See Naming below (R=Front side, V=Back side):



13) Repeat.



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ORAL HISTORY RESOURCES

Kim Kennedy White, PhD
Associate Curator of Arts & Leisure
John W. Emery Family Associate Curator of Oral History
History Colorado
kim.kennedy-white@state.co.us
hc_poco150@state.co.us

Recording Equipment:

- Zoom H2n 4-channel Handy Recorder: Many different affordable options available – this is what we currently use at History Colorado
- iPhone: Most current iPhones have high quality recording capabilities. See instructions in the online toolkit
- Visit our History Colorado Oral History Lending Resources page to borrow an audio recording kit or a photo scanning kit for a refundable deposit. We will ship it to you!

Editing Tools:

- Audacity (audio)
 - Free audio editing software; easy to use with many how-to videos on YouTube
 - See How-To Tip Sheet in the online toolkit
- Microsoft Clipchamp (video)
 - Free video editing software; easy to use

Links and examples of oral histories and collections:

- History Colorado SoundCloud
- History Colorado YouTube

Other Resources:

- Oral History Association: <https://oralhistory.org/resources/>
- Oral History Association Best Practices: <https://oralhistory.org/best-practices/>
- Oral History Resources: <https://oralhistory.org/about/principles-and-practices-revised-2009/>



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Informed Consent Release Form (under 18)

Date	
Name	
Address	
Phone	
Email	
Birthdate	

In consideration for History Colorado accepting my donation to its collection, I hereby agree to:

- I allow History Colorado to use any and all materials submitted by me whether in written form, electronic, film, audio, digital or any other formats for the purpose of research, educational, exhibition, programs, marketing, reproductions and promotional purposes.
- I understand that all materials submitted will become the property of History Colorado. History Colorado will have the right to accession these materials into their permanent collections. History Colorado also has the right to dispose of materials not accepted for permanent collections.
- I understand that I will not receive compensation for my donation to History Colorado.
- I understand that once in History Colorado's possession I will not have the right to inspect or approve use of materials.
- I understand that History Colorado has the rights to use my materials for purposes for education, research, reproduction, exhibit, display, perform, broadcast, create copied works, distribute and allow the redistribution of the materials in any format, and I allow History Colorado to transfer these rights or license to others.
- I understand that I, author/creator of the materials, will continue to keep any copyright and related rights.

I acknowledge to all the terms listed above and I hereby grant History Colorado ownership of my materials without restriction. I hereby release History Colorado from any and all claims, damages and demands in connection to the materials donated, this is including but not limited to copyright infringement, defamation, invasion of privacy, or right of publicity.

Participant's Printed Name	
Participant's Signature	
Parent or Legal Guardian's Printed Name	
Signature of Parent or Guardian	
Date	



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Informed Consent Release Form

Date	
Name	
Address	
Phone	
Email	
Birthdate	

In consideration for History Colorado accepting my donation to its collection, I hereby agree to:

- I allow History Colorado to use any and all materials submitted by me whether in written form, electronic, film, audio, digital or any other formats for the purpose of research, educational, exhibition, programs, marketing, reproductions and promotional purposes.
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- I understand that I will not receive compensation for my donation to History Colorado.
- I understand that once in History Colorado's possession I will not have the right to inspect or approve use of materials.
- I understand that History Colorado has the rights to use my materials for purposes for education, research, reproduction, exhibit, display, perform, broadcast, create copied works, distribute and allow the redistribution of the materials in any format, and I allow History Colorado to transfer these rights or license to others.
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I am donating my materials to History Colorado and therefore agree to all terms listed above.

Participant's Printed Name: _____ Signature: _____

If under 18, Parent/legal guardian signature: _____ Date: _____

Informed Consent Release Form

Date:
Name:
Address:
Phone:
Email:
Birthdate:

In consideration for History Colorado accepting my donation, I hereby agree to:

- I allow History Colorado to use any and all materials submitted by me whether in written form, electronic, film, audio, digital or any other formats for the purpose of research, educational, exhibition, evaluation, programs, marketing, reproductions and promotional purposes.
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- I understand that once in History Colorado's possession I will not have the right to inspect or approve use of materials.
- I understand that History Colorado has the perpetual, nonexclusive, transferrable, worldwide right to use my materials for purposes for use, education, research, reproduction, exhibit, display, perform, broadcast, create copied works, distribute and allow the redistribution of the materials in any format.
- I understand that I, author/creator of the materials, will continue to keep any copyright and related rights.

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I am donating my materials to History Colorado and therefore agree to all terms listed above.

I prefer to donate the materials anonymously. Any documentation of materials, including catalog records and public copies of your materials will exclude your name and personal contact information.

Participant's Printed Name: _____ Signature: _____

If under 18, Parent/legal guardian signature: _____ **Date:** _____



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Forma de Consentimiento Informado

Fecha	
Nombre	
Dirección	
Teléfono	
Email	
Fecha de Nacimiento	

En consideración para que History Colorado acepte mi donación, por medio de la presente acepto:

- Permiso que History Colorado use todos y cualquiera de los materiales enviados por mí, ya sea en forma escrita, electrónica, en video, de audio, digital o cualquier otro formato para fines de investigación, educación, exhibición, evaluación, programas, mercadeo, reproducciones y propósitos promocionales.
- Entiendo que todos los materiales enviados pasarán a ser propiedad de History Colorado y tendrá derecho a ingresar estos materiales en sus colecciones permanentes. History Colorado también tiene el derecho de disponer como considere conveniente de materiales no aceptados para colecciones permanentes.
- Entiendo que no recibiré compensación por mi donación a History Colorado.
- Entiendo que una vez que estén en posesión de History Colorado no tendré el derecho de inspeccionar o aprobar el uso de los materiales.
- Entiendo que History Colorado tiene los derechos de usar mis materiales con fines educativos, de investigación, reproducción, exhibición, presentación, transmisión, creación de copias, distribución y permitir la redistribución de los materiales en cualquier formato, y autorizo a History Colorado para transferir estos derechos o licencia a otros.
- Entiendo que yo, autor / creador de los materiales, continuaré manteniendo los derechos de autor y derechos relacionados.

Entiendo todos los términos enumerados anteriormente y por la presente otorgo a History Colorado la propiedad de mis materiales sin restricciones. Por la presente, libero a History Colorado de todos y cualquiera de los reclamos, daños y demandas relacionados con los materiales donados, lo que incluye, entre otros, infracción de derechos de autor, difamación, invasión de la privacidad o derecho de publicidad.

Estoy donando mis materiales a History Colorado y, por lo tanto, estoy de acuerdo con los términos mencionados aquí.

Nombre del Participante: _____ Firma: _____

Si es menor de 18 años, firma del padre/madre o guardián legal: _____

Fecha: _____



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Forma de Consentimiento Informado

Fecha	
Nombre	
Dirección	
Teléfono	
Email	
Fecha de Nacimiento	

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- Estoy donando mis materiales a History Colorado y, por lo tanto, estoy de acuerdo con los términos mencionados aquí.
- Prefiero donar los materiales de manera anónima. Mi nombre e información de contacto no aparecerán en ninguna documentación de los materiales, incluyendo registros en el catálogo y copias públicas del material.

Nombre del Participante: _____ Firma: _____

Si es menor de 18 años, firma del padre/madre o guardián legal: _____

Fecha: _____



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Background Form

Thank you for participating in our project and for your willingness to share your stories with us. With your oral history, we hope to highlight the dedication, struggles, and triumphs of the lived experiences of Coloradans such as yourself.

In order to tell this story, we offer this form as guidance while you consider which of your life experiences you wish to share with us, either on these pages or when we sit down to collect your oral history. Please answer as many – or as few – of the sections as you would like. If you need more room to answer a question, or if you wish to add to your story beyond our questions, please use the final page of this form, and/or add pages of your own.

Thank you again for your participation in our project. **Your history is Colorado's history.**

Today's date: _____

Name of Oral History Narrator / Project Participant: _____

Name of Person Completing Form: _____

Relation to Oral History Narrator: _____

Address: _____

Telephone Number: _____

Email address: _____

What contact method do you prefer (mail, phone, email)? _____

***** SECTION ONE: Family History *****

Full name of oral history narrator: _____
(Include previous name(s), if applicable)

Year of Birth: _____ Place of Birth: _____

Parents

Parent 1's full name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

Parent 2's full name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

Siblings

Where do you fall in the birth order? _____

Grandparents – Parent 1

Grandfather's name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

Grandmother's name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

Grandparents – Parent 2

Grandfather's name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

Grandmother's name: _____
Year of Birth: _____ Place of Birth: _____
Education: _____
Occupation: _____

When did your family arrive in Colorado, and how did they come to arrive in Colorado? Where did they first live here?

If you are/were married or partnered, what is/was your spouse or partner's name and how long have you been, or were you, together? Please list all significant relationships you wish to include.

If you have children, please list their names, birth years, and (if relevant) places of birth:

Formal education (schools attended, years, fields of study):

Military service (branch, rank, dates, decorations, tours, occupation):

Career or employment (types of work and years devoted to each):

Memberships in social clubs, societies, bodies of worship (leadership roles, activities, events):

Leisure pursuits and personal interests (hobbies, sports, volunteerism):

***** SECTION TWO: Project Questions *****

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Continuing in Spanish / Seguido en Español



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Formulario de Antecedentes

Gracias por participar en nuestro proyecto y por su disposición a compartir sus historias con nosotros. Estos recuerdos pasarán a formar parte de la colección permanente del museo de Historia en Colorado y estarán disponibles para las futuras y actuales generaciones. Con su historia oral, esperamos resaltar la dedicación, las luchas y los triunfos de las experiencias vividas por habitantes como usted a través del estado de Colorado.

Para contar su historia, le ofrecemos este formulario como guía, lo puede usar mientras considera cuáles experiencias de vida desea compartir con nosotros, ya sea en estas páginas o cuando nos sentemos a recopilar su historia oral. Responda tantas, o tan pocas, secciones como desee. Si necesita más espacio para responder una pregunta, o si desea agregar a su historia más allá de nuestras preguntas, utilice la página final de este formulario y/o agregue su propias páginas.

Le agradecemos nuevamente su participación en nuestro proyecto. **Su historia es la historia de Colorado.**

Fecha de hoy: _____

Nombre del participante del proyecto: _____

Nombre de la persona que completa el formulario: _____

Relación con el participante del proyecto: _____

Dirección: _____ Preferido: _____

Número de teléfono: _____ Preferido: _____

Correo electrónico: _____ Preferido: _____

Indique su método de contacto preferido marcando la casilla correspondiente.

Cómo es que el Museo de Historia de Colorado (History Colorado) puede usar este formulario:

Sección uno: Historia familiar (marque uno) Solo referencia interna Uso público en el catálogo
Sección dos: Preguntas del proyecto (marque una) Solo referencia interna Uso público en el catálogo

***** SECCIÓN UNO: Antecedentes familiares *****

Nombre Completo del Participante del Proyecto:

(Incluir nombre(s) anterior(es), si corresponden)

Año de nacimiento: _____ Lugar de nacimiento: _____

Padres

Nombre completo del padre 1: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

Nombre completo del padre 2: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

Hermanos/as

¿Dónde caes en el orden de nacimiento? _____

Abuelos – Padre 1

Nombre del abuelo: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

Nombre de la abuela: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

Abuelos – Padre 2

Nombre del abuelo: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

Nombre de la abuela: _____

Año de nacimiento: _____ Lugar de nacimiento: _____

Educación: _____

Ocupación: _____

¿Cuándo llegó su familia a Colorado y cómo llegaron a Colorado? ¿Dónde vivieron aquí por primera vez?

Si está/estuvo casado o en pareja, ¿cuál es/era el nombre de su cónyuge o pareja y cuánto tiempo han estado juntos? Enumere todas las relaciones significativas que desee incluir.

Si tiene hijos, indique sus nombres, años de nacimiento y (si corresponde) lugares de nacimiento:

Educación formal (escuelas a las que asistió, años, campos de estudio):

Servicio militar (rama, rango, fechas, condecoraciones, recorridos, ocupación):

Carrera o empleo (tipos de trabajo y años dedicados a cada uno):

Membresías en clubes sociales, sociedades, organizaciones (roles de liderazgo, actividades, eventos):

Actividades de pasatiempos e intereses personales (deportes, voluntariado):

***** SECCIÓN DOS: Preguntas sobre el proyecto *****

Pregunta #1

Pregunta #2

Pregunta #3

Pregunta #4

Pregunta #5



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ORAL HISTORY DESCRIPTION FORM

Name and email of person completing this form:	
--	--

Questions about the **oral history narrator / storyteller:**

Name	
Age	
Sex/Gender	
Socio-economic status	
Ethnicity, Race, and/or Culture	
Religion	
Occupation	
Colorado County	

Provide a brief summary of the oral history's contents:

--

Is there anything else you would like us to know about this narrator? This might include additional connections to community or Colorado:

--

