



CAL MARITIME

*Library Oral History Project*

On behalf of The California Maritime Academy we would like to thank you for your participation in the Oral History Project. The California Maritime Academy is now heading into the final quarter of its first century. During that time, it has grown from a small nautical training school to a unique part of the California State University system. Our alumni, faculty, staff and others who have been affiliated with us have played an important role in the history of the state, the region and the nation. Many have proudly served our country in times of conflict and helped to develop today's modern maritime industry, in all of its facets, in times of peace. Documenting and preserving that history through the memories and the records of our alumni, faculty and staff is an important part of our task as an educational institution. We hope you enjoy this special opportunity to contribute your unique history.

### Checklist

Before submitting your recording and artifacts to the Cal Maritime Library, be sure you have completed and included the following in your package:

- Biographical Data Form
- Audio & Video Recording Log
- Recorded Interview – See Procedures for labeling instructions
- Item Log
- Selected photographs, manuscripts, and artifacts – See Item Log
- Interviewee Release Form
- Interviewer Release Form – Separate forms to be completed by Interviewers, Recording Operators & Photographers

Enjoy your trip down memory lane!



## Oral History Kit Procedures

### Interview Setup

- Select a location for the interview.
  - Make sure that all involved feel comfortable.
  - Avoid rooms with loud heating & air systems, chiming clocks, phone calls and other conversations.
  - **If interviewing at a residence**, inform other occupants not to disturb the interview.
- Select highest quality recording equipment
  - Video recordings are acceptable and encouraged.
  - **Avoid using micro-cassette recorders.**
  - Ensure that your equipment works and you know how to use it.
  - Use only high quality media. Have spares available.

### Pre-Interview Preparation

- Research
  - Discuss and determine with interviewee the purpose of the oral history. (i.e. time periods and any events)
  - We encourage you to bring photographs, letters, journals, memorabilia and other artifacts related to the purpose of the oral history.
  - Also, the Library is eager to have artifacts/documents relevant to the history of Cal Maritime possibly donated and/or copied. The items will be accessioned into the Historical Archives Collection at the Cal Maritime Library and painstakingly cared for.
- Plan Questions
  - Research events or people related to the time periods discussed in the pre-interview. Include in your research campus yearbooks and other oral histories in the collection.
  - Write down the major questions to be answered. These should be broadly constructed. Within the context of these broad questions, write down follow-up questions to help guide the interview.
  - Plan enough questions to create at least 30 minutes of recording. Ideally, standard practice dictates the oral histories should be 30 to 90 minutes. However, any oral history submitted will be considered for inclusion into the collection.
  - In advance of the interview session the interviewee & interviewer should both have read and become comfortable with the questions each other have prepared. If the interviewer has any concerns or would like the prepared questions reviewed, contact the Library Director.

## During the Interview

- Make sure recording equipment is recording.
  - Begin speaking only after you have verification your equipment is recording.
  - If using a standard cassette recorder, (avoid using micro-cassette recorders) do not place the recorder on the same table with the microphone. The microphone will record the mechanical noises being transmitted through the solid material. Even more important if interviewing on a ship, vibrations and noises from ship machinery will also carry.
  - **Video cameras** should be only be used with approval of the interviewee. When used they should be aimed at the interviewee, with good lighting conditions, so that the picture shows the hands, torso and face of the interviewee.
  - **Never Secretly Record**
  - Use the “Standard” recording speed of your equipment. “Extended” recording speeds do not make quality, achievable recordings.
  - Keep the equipment recording through the entire interview. Be attentive and quick to replace media if recording media becomes full and stops.
- Begin each session with **Required Information**
  1. Date (Month, Day , Year)
  2. Name of Interviewee
  3. Interviewee’s Birth Date
  4. Name of Interviewer
  5. Name of Recording Personnel
  6. Location (Be specific. Ex: Interviewee’s Home in (City) & (State), CMA Administration Building, aboard (Name of Ship), ...)
  7. Relationship to interviewee or Affiliated Organization
- Asking Questions
  - Keep questions short and uncomplicated. It is better to ask more follow-up questions than long complicated questions.
  - Avoid asking “yes” or “no” questions.
  - Use discretion when discussing sensitive topics. Try to lead the discussion away though redirecting questions.
  - Reciprocate interviewee’s answers through positive body language and gestures instead of vocalized responses.
  - Take advantage of serendipity. Allow the interviewee to diverge from planned questions as recollection occurs.
- Be Patient
  - Interviewee’s are recounting memories and formulating the sentences needed to answer your question. With older interviewee’s this may take more time.
  - Give 3 to 7 seconds of attentive silence after major questions. This will encourage interviewee’s to contribute more memories and experiences. If silence lasts longer, determine whether the interviewee either:
    - did not understand the question and reformat the question
    - has shared all they will share about the matter and ask your next prepared question

## After the Interview

- Fill out Information & Release Forms
  - Forms must accompany any recording submitted to the Cal Maritime Library.
    - Biographical Data Form
    - Audio & Video Recording Log
    - Interviewee Release Form
    - Interviewer Release Form – Separate forms to be completed by Interviewers, Recording Operators & Photographers
- Discuss and document any Donated Items
  - Items donated by the interviewee, (photographs, journals, letters, clothing, etc.) need to be recorded on the Donated Items Form. Please provide a description of item and any relevant information pertaining to the item.
    - Item Log
    - Selected photographs, manuscripts, and artifacts – See Item Log
- Label Media
  - Media must be labeled with the full name of the interviewee and date of recording.
    - Recorded Interview
  - After recording the interview, the plastic tabs should be removed from the audio or video cassettes to prevent recording over them.
  - Use the labels provided in the packages of your media when provided. Please use the following examples to guide you.
    - Audio Cassettes Label
    - Video Cassettes Label
    - Disc Label
    - Generic Label
- Package and mail
  - Please pack the media, forms and any donated items in one package.
  - Please mail the packages to:

Oral History Project  
Cal Maritime Library  
200 Maritime Academy Drive  
Vallejo, CA 94590

## For Further Information

- Oral History Project Homepage – <http://library.csum.edu/archives/oralhistory.htm>
- Cal Maritime Library Contacts
  - Archives Assistant – Fran Fraser
    - Phone: 707-654-1089
    - Email: [ffraser@csum.edu](mailto:ffraser@csum.edu)
  - Library Director – Carl Phillips
    - Phone: 707-654-1093
    - Email: [cphillips@csum.edu](mailto:cphillips@csum.edu)



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## Biographical Data Form

To ensure inclusion in the Historical Archives Collection of the Cal Maritime Library, this form must accompany each submission. Please use a separate form or additional sheet for each oral history.

PLEASE PRINT CLEARLY

Alumni  Faculty  Staff  Other  \_\_\_\_\_

Dates Associated (*e.g. attendance, employed*) \_\_\_\_\_ to \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_

Email \_\_\_\_\_

Place of Birth \_\_\_\_\_ Birth Date \_\_\_\_\_

Race/Ethnicity (*optional*) \_\_\_\_\_ Male  Female

Major or Department (*if applicable*) \_\_\_\_\_

Corps of Cadets Division (*if applicable*) \_\_\_\_\_

Please use the space below for additional biographical information. If you received any special campus awards or participated in any clubs/teams, please list them below.



## Audio and Video Recording Log

1. Name and address of interviewer.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_

Email \_\_\_\_\_

Organization or Affiliation (if any) \_\_\_\_\_

2. Full name and birth date of the individual being interviewed as it appears on the recording label and Biographical Data Form.

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

3. Recording format (please check)

VIDEO type: VHS  MiniDV  DVD  Other  (identify) \_\_\_\_\_

AUDIO type: Cassette  CD  Digital (DAT)

If audio, is the cassette recorded on both sides? Yes  No

Is item: Original  Copy

4. Date of Recording \_\_\_\_\_

Estimated length of recording (in minutes) \_\_\_\_\_

5. Location of recording \_\_\_\_\_

6. Corresponding materials (please check)

Have you included materials other than the recording? Yes  No

If so, please complete the Item Log.





## Item Log

Manuscripts and other documents should be accompanied by cover sheets with corresponding item numbers and descriptions. Photographic prints should be numbered with a soft (no.2) pencil on the back of the photograph in the lower-right corner. If the back is too slick to write on, enclose each photograph in a labeled envelope. Please do not use a pen or marker to label prints. Slides may be numbered on the frame housing.

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

### Item # 1

Title or Type of Item \_\_\_\_\_

Dates covered \_\_\_\_\_

Place or Person(s) left to right \_\_\_\_\_

\_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Photographer or Author (if known) \_\_\_\_\_

### Item # 2

Title or Type of Item \_\_\_\_\_

Dates covered \_\_\_\_\_

Place or Person(s) left to right \_\_\_\_\_

\_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

Photographer or Author (if known) \_\_\_\_\_

(You may photocopy the other side of this form or print additional copies to use for additional items if needed.)

**Item #** \_\_\_\_\_

Title or Type of Item \_\_\_\_\_

Dates covered \_\_\_\_\_

Place or Person(s) left to right \_\_\_\_\_

\_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photographer or Author (if known) \_\_\_\_\_

**Item #** \_\_\_\_\_

Title or Type of Item \_\_\_\_\_

Dates covered \_\_\_\_\_

Place or Person(s) left to right \_\_\_\_\_

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Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photographer or Author (if known) \_\_\_\_\_

**Item #** \_\_\_\_\_

Title or Type of Item \_\_\_\_\_

Dates covered \_\_\_\_\_

Place or Person(s) left to right \_\_\_\_\_

\_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Photographer or Author (if known) \_\_\_\_\_



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## Interviewee Release Form

TO BE COMPLETED BY INTERVIEWEE

I, \_\_\_\_\_, am a participant in the Cal Maritime Library Oral History Project (hereinafter "OHP"). I understand that the purpose of the OHP is to collect audio- and/or video-taped oral histories of the alumni, faculty, staff and other individuals who have had an affiliation with The California Maritime Academy. In addition, the OHP is interested in obtaining any related documentary materials (such as photographs and manuscripts) that may be deposited in the permanent collections of the Historical Archives Collection at the Cal Maritime Library. The deposited documentary materials may be made available for scholarly and educational purposes.

I hereby grant to The California Maritime Academy ownership of the physical property delivered to the Library and the right to use the property that is the product of my participation (for example, my interview, performance, photographs, and manuscripts) as stated above. By giving permission, I understand that I do not give up any copyright or performance rights that I may hold.

I understand that the Cal Maritime Library plans to retain the product of my participation as part of its permanent Historical Archives Collection and that the materials may be used for exhibition, publication, presentation, and for promotion of The California Maritime Academy and its activities in any medium.

I release The California Maritime Academy, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of such recordings, documents, and artifacts, including but not limited to, any claims for defamation, invasion of privacy, or right of publicity. I reserve the right to revise and amend this deed by mutual consent of myself and an appropriate official of The California Maritime Academy.

### ACCEPTED AND AGREED

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_



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## Interviewer Release Form

TO BE COMPLETED BY INTERVIEWERS, RECORDING OPERATORS, AND PHOTOGRAPHERS

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### ACCEPTED AND AGREED

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) - \_\_\_\_\_



## Required Information & Sample Alumni Questions

### Required Information

1. Date (Month, Day , Year)
2. Name of Interviewee
3. Interviewee's Birth Date
4. Name of Interviewer
5. Name of Recording Personnel
6. Location (Be specific. Ex: Interviewee's Home in (City) & (State), CMA Administration Building, aboard (Name of Ship), ...)
7. Relationship to interviewee or Affiliated Organization

*Sample questions below are only that – SAMPLES.  
Please create questions based on your pre-interview research.*

### Sample Warm-Up Questions

1. What year did you graduate from the CMA?
2. What degree or program did you graduate in?
3. When did you start at the CMA?
4. What division were you apart of in the Corps of Cadets?
5. What can you tell me about your school training cruises?
  - a. What do you remember about the school training ship?
  - b. What years did you sail?
  - c. Where did you sail to?
  - d. Do you remember who your commanding officers / chief engineers and cadets were while on cruise?
  - e. What do you remember the most about your school training cruise(s)?
6. Did you ever serve on a commercial training cruise?
  - a. Which company and ship did you serve on?
  - b. What years did you sail?
  - c. Where did you sail to?
  - d. How did you end up with that company and ship?

### Sample Student / Life Questions

1. Why did you choose to attend The California Maritime Academy?
  - a. For what reason do you think other students attended?
2. Were you the first in your family to go and graduate from college?
3. Where did you live when you attended The California Maritime Academy?
4. What were the most challenging courses you took?

- a. Who taught them?
  - b. Why were they tough?
5. Who was your favorite instructor or professor?
  - a. What did they teach and why were they your favorite?
6. What did you think of the uniform while you were at school?
7. What do you remember about your classmates?
8. What did you and your friends do for fun while at The California Maritime Academy?
9. What do you remember about any social events held at The California Maritime Academy?
10. Which clubs or teams were you a member of when you attended The California Maritime Academy?
11. What do you remember the most about your time at The California Maritime Academy?
12. What were some of the traditions that the students or faculty participated in while you were at The California Maritime Academy?
13. How has the campus changed since you attended?
14. Which classes or programs offered at The California Maritime Academy do you wish you took advantage of but did not?
15. How did your degree help start off your professional career?
16. How did your time at The California Maritime Academy prepare you for your career?

#### Sample Professional Questions

1. Who did you get your first job with after you graduated?
2. Did your jobs require you to be licensed?
3. Did you ever hold a rank in the Merchant Marine?
  - a. Ending Rank?
4. What ships did you serve on in your career?
5. Did you spend any time at sea in your career?
  - a. How long did you spend out at a time?

#### Sample Personal Questions

1. Were you in a relationship, married or single while you attended school or while out at sea?
  - a. In what way did being at sea affect your life at that time?
2. Were any other members of your family in maritime related jobs before or after you?

#### Closing Questions

1. Is there anything else I should ask you?
2. Is there anything you would like to add?