

**STANDARD TEXT FOR FORMAL INTRODUCTION FOR AN ORAL HISTORY
TAPE**

This is an interview with [full name:]

_____ ,

[present/former/retired?/institutional affiliation]

_____ ,

of [city and state of current residence:] _____

[Perhaps give a one-sentence biographical sketch of this person's activities relevant to the focus of this oral history]: Mr./Mrs. _____ ...

This interview is being conducted on _____ , 199____, at
[place of interview:]

_____ ,

[note if it's some special occasion] on the occasion
of _____

_____ .

The interviewer is [my name:] _____ ,
representing the "Tampa-Hillsborough County Public Library System's Oral History
Collection Project."

BEFORE PARTING FROM THE NARRATOR, PLEASE ASSIST THAT PERSON IN
COMPLETING

(1) THE RELEASE FORM

AND

(2) THE LIFE HISTORY QUESTIONNAIRE.

YOU TWO MAY WANT TO COMPLETE THESE TWO FORMS BEFORE OR
AFTER THE INTERVIEW.

Be sure to thank your narrator before you leave.