

April 7, 2020

As the Corona virus (COVID-19) pandemic spreads throughout the world, the Utica College Center for Historical Research hopes to create a digital record of peoples' experiences during and after this global event.

The Pandemic Oral History Project's (POHP) mission is to collect, preserve, and make available to the public the personal accounts of the people of the Mohawk Valley in Central New York State. Digital recordings will be made available, free of charge, through www.NewYorkHeritage.com

To share your story, find a quiet, comfortable location. Sit down, and record a conversation of your experiences either alone or with a friend or loved one. You can also choose to be interviewed but be sure to practice safe social distancing. Please make sure your conversation is at least 10 minutes long. You should also try to find a location that is free of distracting background noise such as street noise or household appliances. Not sure what to talk about? Here are some ideas to get started: (These are only suggestions, not required questions/answers).

- How has the pandemic affected you?
- What were you doing before it started?
- How has your life changed?
- What are your days like?
- How are you staying connected to family, friends, work, or school while social distancing?
- What changes have you noticed most in your community? In the environment?

Your recording can be audio-only or video. You can use a smartphone, digital recorder, or digital camera to record your conversation. If you choose to do a video conversation please use landscape orientation with your camera or phone. Note that the largest file size we can upload is 2GB. If your interview is larger, it will have to be in two or more parts. You may also submit photographs, documents, essentially anything you can digitize, along with your collection. Scanned images must be at least 300dpi and saved as TIFF files. Please fill out a metadata sheet for your digitized objects.

Once you are ready to submit your collection, fill out a release form, and upload everything to <https://tinyurl.com/UCCHR-POHP>.

Thank you for being a part of the Utica College Center for Historical Research Pandemic Oral History Project and preserving your history in this global event. Any questions can be directed to CHR@utica.edu.

Be Safe and Stay well,



David Wittner, PhD
Distinguished Professor of East Asian History
Director, Utica College Center for Historical Research

Pandemic Oral History Project Release Form (Required)

To be completed by the person providing the oral history.

I, _____, am a participant in the Pandemic History Project (hereinafter “**PHP**”) of the Utica College Center for Historical Research. I understand that the purpose of the PHP is to collect audio- and video-recorded oral histories people’s experiences with the COVID-19 pandemic, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the digital collections of the Center for Historical Research. These oral histories and related materials serve as a record of Americans’ experiences and as a scholarly and educational resource for the general public.

I understand that the Center for Historical Research plans to retain the product of my participation in the PHP, 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 and will also make the materials available online, without charge, through www.NewYorkHeritage.org.

I hereby grant to the Utica College Center for Historical Research ownership of the digitized property comprising My Collection. Additionally, I hereby grant to the Center for Historical Research 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 Utica College, 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.

Accepted and Agreed

Signature: _____

Date _____

Printed Name: _____

Address: _____

Name of Interviewer (if applicable): _____

Relationship to Interviewer (if applicable): _____

Interviewer's Release Form (only required if interviewed)

To be completed by any/all interviewers, recording operators and photographers present
(Please circle appropriate category.)

I, _____, am a participant in the Pandemic Oral History Project (hereinafter "PHP") of the Utica College Center for Historical Research. I understand that the purpose of the PHP is to collect audio- and video- recorded oral histories of American's experiences during the COVID-19 pandemic, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the digital collections of the Center for Historical Research. These oral histories and related materials serve as a record of experiences during the COVID-19 pandemic and as a scholarly and educational resource for researchers and the general public.

I understand that the Center for Historical Research plans to retain the product of my participation in the PHP, 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 digital collection.

I hereby grant to the Center for Historical Research ownership of digitized property comprising My Collection. Additionally, I hereby grant to the Center for Historical Research, 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.

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Should any part of My Collection be found to include materials that the Center for Historical Research deems inappropriate for retention with the collection or for transfer to other collections, the Center for Historical Research may dispose of such materials in accordance with its procedures for disposition of materials.

Accepted and Agreed

Signature

Date

Printed Name

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

Date

Printed Name of Parent or Guardian:

Address

City

State

ZIP:

Telephone: ()

Email:

Organization affiliation (if any):

