

## ORAL HISTORY GUIDELINES

Thank you for volunteering to do the oral histories on our wonderful nurses who have contributed so much to our country, the Navy and the Navy Nurse Corps.

Below are a few guidelines and requirements.

- Select a quiet, secluded area because the tape recorder will pick up conversations as well as other noises. The tape recorder can use either a standard size or a mini-cassette.
- Try to limit the interview to no more than one hour/one 60 minute tape. If there is some extraordinary information by all means, collect it all.
- Complete and sign the Interviewee Agreement
- Start by identifying the tape, side of tape, name of the interviewee, date of the interview, and interviewer's name (if used).
- The interview should be objective and neutral.
- Give dates, names and places of unique, special, most vivid and memorable experiences that are specific to Navy nurses. We want to know the way it was/is at your particular time and place in history (don't forget yesterday is history so this applies to active duty nurses too).
- Please **do not** include anecdotes with "old axes to grind".
- Check the tape occasionally to make certain the interview is being taped clearly.
- If there are papers, photos or artifacts that augment the interview, please include them as well as sign and submit the Memorabilia/Written Materials permit.
- When completed, please send the tape(s), permits(s), and any material augmenting the interview to Madeline Ancelard.

Now here is probably the hardest part-what to talk about or to include in the history. Below are some suggested questions and specifics when taping the interview.

When turning on the tape recorder, start with the following:

1. "This is side 1, tape 1 of an interview with \_\_\_\_\_". (For subsequent tapes, say, "tape 2", "tape 3", etc.)
2. "Today's date is \_\_\_\_\_".
3. The interviewer's name is \_\_\_\_\_".
4. Some possible questions:
  - Place of birth
  - Place and dates of nursing education and any further education (with locations, dates, types of specialty/degree).
  - How long after nursing education did you decide to join the Navy? What year did you join?
  - Was there any opposition to your joining the Navy from friends or family?
  - What drew you to the military nursing and why did you choose the Navy?
  - How did you go about joining the Navy; for instance, through writing somewhere, recruiting office, etc?
  - Were you a commissioned officer?
  - Did you join as a Reserve or Regular officer and what was the difference as far as you knew?
  - Have you written anything on your experience(s) in the military?
  - Would you tell me about your most memorable duty in the Navy; the highlight(s) of your career; the most unique experience(s)?
  - What was the hardest, most challenging duty?
  - Are there any other events or experiences you'd like to mention?
  - During your time in the Navy Nurse Corps, what happened that you would consider to be of the greatest importance to the HISTORY to the Navy Nurse Corps?
  - When you returned to civilian life, what was most difficult for you? Was the attitude of others different?
  - If you had to do it all over, would you still join the Navy?

Feel free to discuss whatever you decide is important to the History. We are not looking for a person's entire career, just items of interest to Nurse Corps History. Please include any noteworthy episodes of relationships with colleagues, patients, foreign nationals, etc. and situations that may have changed the person's life in some manner. Please be sure to include dates, names, and places.