



<http://www.voices.nmfs.noaa.gov>

Contact the Voices from the Fisheries Project at voices@noaa.gov

How to Participate in the Voices from the Fisheries Project

Who can participate in this project?

Participation is welcome from anyone who is interested in helping preserve our Nation's marine fisheries heritage by conducting, recording and donating oral history interviews with those who have been involved in some aspect of our nation's marine fisheries, other marine resources, or our coastal zones. We encourage teachers to participate through developing a related oral history project in their school; student participation is valued. We encourage everyone who has an existing marine fisheries, marine resources, or coastal zone related oral history collection to consider donating a copy to the Voices from the Fisheries Database.

Who can you interview?

You can interview fisheries managers and scientists, and others who work to conserve and preserve our nation's marine resources and coastal zones. Other possibilities include commercial, recreational, or subsistence fishermen; businessmen who furnish gear, bait, ice, or fuel; people who build and repair fishing boats; processors and dealers; and people who work in fish processing factories or plants. People who have been married to fishermen or women, or married to those involved in related businesses, and people who grew up in fishing families or fishing communities are all possibilities for Voices from the Fisheries oral history interviews. Journalists and other media professionals who specialize in marine resource issues are another possibility. This list is not exhaustive; it is designed to illustrate the breadth of potential interviewees.



USEFUL DOCUMENTS

All can be downloaded from the Voices from the Fisheries web site www.voices.nmfs.noaa.gov as PDF format file.

- [Voices from the Fisheries Project Information Form](#)
Required form for becoming a Voices Project participant.
- [How to Participate in the Voices from the Fisheries Project](#)
Instructions for participating in the Voices Project.
- [Release Forms](#)
Copies of Voices from the Fisheries Release Forms for new projects
- [Voices from the Fisheries Handbook](#)
Helps you design and conduct your own Voices from the Fisheries Project.
- [Voices from the Fisheries Users Guide](#)
Step-by-step guidance for uploading interviews to the Voices Database.

Take These Easy Steps to Participate...

If you are starting a new project ...

Step 1: Contact the Voices from the Fisheries Project (**required**)

Download and fill out the **Voices from the Fisheries Project Information Form**.

Send the completed **Project Information Form** by email attachment to voices@noaa.gov.

When we receive the completed form, we will contact you to discuss your project. If your project is a good fit with the Voices from the Fisheries Project, we will approve it for inclusion on the VFF Database.

Step 2: Obtain a User Name (ID) and Password (**required**)

You will receive a **User Name (ID)** and **Password** by email when your project is approved for inclusion in the VFF Database. The ID and password allow you to place fisheries oral histories on the Voices from the Fisheries Database. Click on the **Add Interview** button on the Voices home page. This will take you to the correct window for logging on to the database when you are ready to add your interviews.



Step 3: Print the Release Forms (required forms)

Use the **release forms** we provide, or similar ones, to obtain permission from everyone you interview to donate a copy of their interview to the VFF Database. These forms can be downloaded from the VFF web site. You must obtain a signed

release form from everyone who participates in each interview. Different forms are used for the person being interviewed (**interviewee**), and for the person doing the interviewing (**interviewer**). The person uploading the interviews will be required to warrant that signed release forms were obtained from all interview participants before they can add the interviews to the VFF Database.

If the person uploading the interview is not willing to warrant that they have obtained permission, or have made a due diligence effort to do so, they will not be able to add the interview to the VFF Database.

See the *Voices from the Handbook*, pgs. 35-38, for a discussion of the ethical and legal issues associated with oral history and related interviewing, and why these signed forms are required. The VFF Handbook is available on the VFF web site at http://www.voices.nmfs.noaa.gov/documents/VFF_handbook_july2009.pdf.

Step 4: Prepare for and conduct the interview or interviews

The **Voices from the Fisheries Handbook** includes advice on how to develop projects, conduct oral history interviews, and provides resources for learning much more. If you are developing a new project and want to learn more about all aspects of oral history interviewing, take time to review the VFF Handbook and look at other oral history sites. We have also included some general references on oral history interviewing in the **Bibliography** included on this site. Review the **List of Topics** we use to tag oral history interviews in the database to get ideas about creating some orienting questions for new interviews. Locate suitable people to interview. Record the interviews using digital audio and/or video recorders.

Step 5: Upload your collection to the NOAA Voices from the Fisheries Database

Click on the **Add Interview button** on the Voices website homepage. Click on the **Users Guide button** and download the **Voices from the Fisheries Database Users Guide**. Familiarize yourself with the process for creating your collection and uploading your interviews to the Voices Database. Once you are familiar with the process, enter your user name and your password. Click the **logon button**. This will open the database so that you can begin uploading your interviews.

To upload an existing collection ...

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When we receive the completed form, we will contact you to discuss your project. If your project is a good fit with the Voices from the Fisheries Project, we will approve it for inclusion on the VFF Database.

Step 2: Obtain a User Name (ID) and Password (required)

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Step 3: Release confirmation (required)

You will be required to warrant that you have obtained permission from the interviewees to add their interviews to the VFF Database. When you begin the uploading process you will be prompted to do this for each interview. Your existing signed release forms are sufficient so long as they include permission to donate copies of the interview for use by the public on a publically accessible web site.

If an interviewee is deceased or cannot be located to gain permission to add their interview to the VFF Database, the person submitting the interview will be required to warrant that they have made a "due diligence" effort to contact the person. Due diligence means trying to reach the person through the mail at their last known address and receiving a returned, undeliverable letter; trying to contact them by phone and/or email at their last known phone number or email address and finding that the numbers or addresses no longer exist or have been assigned to others; and/or by trying to contact them through their relatives.

If the person uploading the interview is not willing to Warrant That They Have Obtained Permission, or Have Made A Due Diligence Effort, we will not be able to add the interview to the VFF Database.

See the *Voices from the Handbook*, pgs. 35-38, for a discussion of the ethical and legal issues associated with oral history and related interviewing, and why these signed forms are required. The VFF Handbook is available on the VFF web site at http://www.voices.nmfs.noaa.gov/documents/VFF_handbook_july2009.pdf.

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