

**Welcome to the Oral History Lab**  
At the Wing Luke Asian Museum  
Governor Gary Locke Library and Community Heritage Center

Be sure to pick up our handy Brochure to learn more about using this facility.

## Get Started

This Worksheet contains a checklist of suggested items you will need for your Interview. We've included the required forms for use of our Lab (you can find a link to the forms on the website). At the end, we've listed some helpful tips on creating questions for your interview.

### Checklist:

- Interview waiver**  
This form states that upon use of our Lab and equipment, you agree to give copyrights of the interview to the Wing Luke Asian Museum. The original copy of your interview will be added to our collection so that we may share these stories with others.
- Biographical information sheet**  
This will provide information about who is being interviewed. You should fill out 2 copies, one for yourself and one for the Museum.
- Keywords list**  
We want to make sure that people can easily look through our catalog and find the resources they need. In order to do that, we use keywords that are associated with the item. Indicate which keywords are associated with your interview and attach it with the other forms.
- Pen or pencil and paper**  
Taking quick notes during the interview helps you remember key points to follow-up on.
- List of questions**  
Have an extra copy to attach with the required forms.

### Tips:

- Make sure you have the required forms filled out before your interview, so as not to take up valuable interview time.
- You can write additional notes on the Biographical Information Sheet to let others know important information about the interview.
- If there is an artifact or photograph you want to donate to attach with this interview, please contact our Collections Manager, Bob Fisher, at 206-623-5124 ext. 117.

### Tips on Creating Questions:

- Know that many things can happen during the interview: not all your questions will be answered, questions can be combined during the interview, or you'll want to add more questions that you had not written down. As long as they help with your topic, know that these changes in the end will benefit your project.
- It is sometimes helpful to setup a pre-interview so you can identify some specific topics to ask about and gauge what the individual would and would not like to talk about during the interview. A pre-interview is also helpful to spark questions that you maybe have not thought about.

#### *Example of pre-interview questions:*

*What important milestones have affected your community in the Seattle area?*

*In what ways are you, or have you been, involved with the Asian Pacific American community regarding certain issues?*

*What topics would you like to talk about during the interview?*

*What topics would you not like to talk about?*

- When you start creating questions, think of the simple subjects. For instance, if you're interviewing to obtain a life history of a person, you can follow these simple examples:
  - When were you born?*
  - Where were you raised?*
  - Who moved to America and when?*
  - What were your parents like?*
- It's helpful to ask these simple questions first to get the interviewee more comfortable with the interview.
- For more specific questions, keep in mind your project's topic and, if you completed one, the pre-interview you conducted.
- Create open-ended questions that elicit descriptions. Framing the question is important. Be careful not to ask leading questions. Stay away from questions that can be answered with just a yes or no.

#### *Examples:*

*How did you interact with different ethnic groups?*

*What kind of experiences, if any, did you have with them in school?*

*Were you treated differently?*

In our Oral History Lab, we have additional resources you can use to create your questions and helpful tips to conduct your interview.