

## INSTRUCTIONS FOR INTERVIEWERS

Thanks for your participation in the Bracero Oral History Project. Along with your equipment, you have been provided a packet of materials to assist you with your interviews. Included are:

1. Prospective interviewee forms for your use in pre-interview process
2. Interview guides for three categories of participants:
  - Braceros (Spanish and English)
  - Farmers/Ranchers who employed bracero workers
  - Border Patrol agents/INS employees who helped implement the program
3. Interview consent forms (Spanish and English)
4. Deed of gift forms for consent to use images
5. Summary of interview forms
6. Image identification forms
7. Manila envelopes
8. Bound collection of articles and excerpts from books about the Bracero Program

## BEFORE THE INTERVIEW

### READ

As part of your preparation to conduct interviews for this project, we hope you will read the articles and book excerpts that provide historical information about the bracero program. The more background knowledge you have, the better your interviews will be.

### STUDY

By providing interview guides, it is not our intent to dictate the exact questions you ask in every interview. They are included merely to indicate the type of information and topics that we are interested in recording for this project. We realize you will tailor the interview to take into account the unique experiences of each individual and that every interview will be different. So please consider the list of questions as a guide, not a requirement.

### RECORD INTRODUCTION

Before each interview, please record the following introduction:

“This is an interview with INTERVIEWEE’S NAME on DATE OF INTERVIEW in CITY and STATE. The interviewer is YOUR NAME. This interview is part of the Bracero Oral History Project.”

## **AT THE CLOSE OF THE INTERVIEW**

### **SCAN**

We hope your interviewee is willing to share photographs and memorabilia about the Bracero Program by permitting you to scan their documents on the computer. Of particular interest to us are photographs of braceros at work, INS agents with braceros at recruiting stations or screening centers, farmers or ranchers, and family photographs from the time period. We also want to scan documents such as work permits, contracts, and government publications about the Bracero Program.

All photos and documents should be scanned at 600 DPI resolution and as a JPEG file. As you scan, have the interviewee identify each image, and jot down the information on the image identification form provided. Select the area that you want to scan by tracing the outline of each image, adjusting the dotted lines to fit the edges. For black and white photos, scan on Greyscale. For color, scan on Color (photo).

### **SIGN RELEASES**

Be sure to have the interviewee sign and date the interview consent form. If items have been scanned, please obtain the signature on the deed of gift form for image release.

## **AFTER THE INTERVIEW**

### **SUMMARIZE**

Summarize each interview using the summary form provided. The summary you write should include major topics discussed in the interview, and if the interview was tracked, please note corresponding track numbers.

### **TRANSFER IMAGES TO CD-R AND IDENTIFY IMAGES**

When you transfer the scanned items from the hard drive to a CD-R, you should improve their identification, using the Photo Base program. In the "Rename" box, type the following information, in this order: 1) INTERVIEWEE'S LAST NAME, FIRST NAME 2) DATE the photo was taken or the document issued and 3) DESCRIPTION of image, which must be brief. Example: Villalobos, Javier, 1960, photo, picking cotton.

After renaming the file, go to the box at bottom of screen. Fill in the three lines:

- 1) TITLE - Always the name of the person interviewed, last name first
- 2) DATE - Date the photo was taken or document issued
- 3) DESCRIPTION - Describe the image

Example: Title: Villalobos, Javier Date: September, 1960 Description: Braceros picking cotton in Pecos, Texas, Villalobos second from left.

### **BURN CD-Rs**

After completing the renaming and identification process, burn a CD-R. Then burn a second CD because we need a duplicate, back-up copy. Please use 2 new CDs for each interview. Do not combine images from more than one interview on a CD.

### **LABEL**

Label each recording disc that contains the interview with the Name of the interviewee, Date of interview, and if there are 2 or discs, please indicate the Numerical order of each disc [1 of 2, 2 of 2].

Label the 2 CD Rs that hold images of the scanned items with Last Name of interviewee and Date items were scanned. Write directly on the CD-Rs with a Sharpie permanent marker pen.

Label the manila envelope with Name of interviewee, Date of interview, Name of interviewer, and City/State where interview was conducted.

### **WHAT TO RETURN TO YOUR PROJECT COORDINATOR IN MANILA ENVELOPE**

1. Interview consent form, signed by both you and the person you interviewed
2. Audio recording discs, labeled clearly
3. Completed summary of interview form
4. Deed of Gift form, signed by both you and the owner of items scanned
5. CD-Rs that contain scanned images, labeled clearly
6. Completed image identification form