



Finding Aid Template

Revised: June 17, 2024

Example Finding Aids can be found here:



*[Formatting Instructions to NPHM oral historians: Please use 12 point font for your finding aid entries, ideally in IBM Plex Sans. Leave all headings as bolded and underlined, with the subheading categories (Pronouns, Life Dates, etc.) bolded. All text that you add should **not** be bolded. The content in italics and square brackets (like this) are instructions for you—please delete them in your final finding aid entry. Reach out to the NPHM if you have questions!]*

Narrator Name: *[Last Name, First Name and Middle Names, Name Suffix]*

[Insert image of the narrator here if you have one. Include underneath an image description in italics written by the narrator or oral historian, depending on the narrator's preference.]

“At a Glance” Interview Content:

Public Housing Residency: *[Include info related to the place: housing project or complex, city and state, Section 8 vs. traditional, etc. Do not include time periods here—put in “Primary Time Periods” below]*

Content Warnings: (select and bold the ones that apply. Delete those that do not apply)

- Death
- Police interactions
- Drug/alcohol use
- Drug/alcohol addiction
- Physical Violence
- Sexual Violence
- Domestic Violence
- Eviction
- Houselessness

- Derogatory terms used
- Colorism
- Overt Racism
- Misogyny
- Death
- Other (include what it is, if possible in the platform)

Primary Time Period(s): *[include approximate years that lived in PH here, if known]*

Primary Location(s):

Overarching Themes: *2-4 overarching or stand-out themes (ex, gentrification; the New Deal; blockbusting; personal interaction with Mayor Harold Washington)*

Keywords:

Interview Summary:

[3-5 sentence summary of the interview as a whole]

“About the Narrator” Metadata

Pronouns:

Refer to as:

Life Dates:

Self-Identified Race and/or Ethnicity:

Biographical Context:

Ask your narrator to answer one or more of the following biographical prompts. If they do not resonate with any of the following, you and they can decide upon a different prompt. In the finding aid entry materials, please include each question answered.

- 1. Where do you now call home?*
- 2. What does home smell, sound, feel, taste, and/or look like to you?*
- 3. What are your gifts or areas of wisdom & expertise?*
- 4. Share one of your dreams, literal or figurative.*

“About the Interview” Metadata

Interviewer:

Date of Interview:

Method of Interview:

Where recording from:

Duration:

Format(s) available:

Audio Quality/Interviewer Notes:

Post-production by:

Timestamped Index with Key Quotations:

See a detailed breakdown of the interview below. Key or favorite quotations from NPHM oral historians are denoted with three asterisks.

*[This section is a more detailed breakdown of the interview, including summaries of 1-7 min chunks, which are marked with the associated timestamps. Ballpark range: 300-400 words/hour of tape. Include timestamps and content of quotes for any key quotations from the interview, with three asterisks at the **start** of the timestamped description. Try to maintain the following “hanging indent” formatting, but don’t worry if it gets messed up.]*

[00:00:00] Description of timestamp
[hh:mm:ss] Description of timestamp contents
[hh:mm:ss] ***This is a key/favorite quote

Access & Use Guidelines

Access Level & Restrictions:

Download Restrictions:

Use Restrictions:

Additional Information [optional]

Narrator key words and takeaways: [optional]

[NPHM has piloted a “social justice tagging protocol” that allows narrators to identify the interview keywords that they feel best describe their interview. This section is reserved for that content]

Additional Notes: [optional]

[Anything that you or the narrator want to include about the interview or person, that is not covered elsewhere in the finding aid]