

Podcast: Copyright, ethics and transcripts (26.46 minutes)

00.01 Transcripts and summaries. Word for word transcript takes time. Rule of thumb = takes 6x time to record to type up. Can pay others to do it, but expensive.

01.34 Probably don't transcribe everything. Detailed summaries a good option; key words, timing and description of level of detail. Takes a similar amount of time to recording time.

03.48 Listen back to recordings- analyse questions and learn. Useful for exhibition as know well and highlight key sections which could be transcribed. Transcribe last once key information collated.

05.15 Summaries. Any sort of summary is better than nothing- useful for future reference. Archive of summaries as a resource.

07.15 Guidelines to transcribing. Consistency is main thing.

08.09 *Express Scribe Transcription Software.*

08.51 Copyright and ethics. Generally, you own the copyright of the recording. The words spoken belong to the interviewee, until copyright transferred. Informed consent crucial, therefore outline possible uses. Ensure they read it.

12.04 Some don't want to pass copyright therefore becomes 'permission' in certain circumstances.

12.48 No one knows what will be said, so listen out for sensitive points or slander. Do it in a way people are happy with, not exploiting people.

14.08 Ethics. Know how to use your sound recorder and be professional. Don't promise anonymity unless certain can provide it. Beware of libel and defamation. Awareness of illegal content.

16.44 Master copies and listening copies. Content will always be on master copy, but public domain only hears listening copy (an mp3 file).

17.46 Ensure recording is documented, catalogued and available as agreed.

18.04 What do we do with it all? Books still nice to produce. CD may be on way out, downloading from internet has superseded. DVDs flexible.

20.45 Newsletters and bulletins. Using little quotes from recordings. Talks and lectures. WI, community groups and history groups.

22.41 Websites. Short clips used regularly. Full interviews can be compressed.

24.17 Museums. References Museum of London's use of Oral History. *London's Voices* project with written reports.

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