



### DONATION CHECKLIST

[Must be completed for any oral history donations to BCSC.]

Interviewee(s): \_\_\_\_\_

Interviewer(s): \_\_\_\_\_

Date of interview: \_\_\_\_\_

Location of interview: \_\_\_\_\_

Summary of topics covered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Release form (“Consent, Copyright, and Conditions of Use for Oral History Interview Materials”)

- Signed by all interviewers.
- Signed by all interviewees/narrators.
- Copyright and access conditions determined.

Biographical information form (“Life History & Supplemental Information”)

Materials donated

Audio/video recording (required)

- Number of files: \_\_\_\_\_
- File name(s): \_\_\_\_\_

Transcript (optional but appreciated)

- Number of files: \_\_\_\_\_
- File name(s): \_\_\_\_\_
- Approved by narrator/interviewee(s)

Additional materials (such as photographs, documents, or scans; optional)

- Number of files: \_\_\_\_\_
- File name(s): \_\_\_\_\_

If narrators have requested that any information be removed from recordings and transcripts, then this work has been completed.

Buncombe County Special Collections  
Pack Memorial Library  
67 Haywood Street, Asheville, NC 28801  
828-250-4740  
packnc@buncombecounty.org

BCSC ID assigned: \_\_\_\_\_