

Oral History Backpack Inventory

- ☑ Main compartment:
 - a. Shell case #1
 - i. **H1n Handy Recorder** (inside device: **two AAA batteries**; one **32GB microSD card**)
 - b. Shell case #2
 - i. **Samson SR350 over-ear headphones**
 - ii. **Foam windscreen**
 - c. Shell case #3
 - i. **Adjustable tripod stand**
 - ii. **AC adapter (USB type)**
 - iii. **USB cable**
 - iv. **MicroSD card adapter** (in paper envelope in pocket)
 - d. Manila folders (3)
 - i. Guidelines for getting started
 - 1. **Oral history manual** (20 pages)
 - ii. Technical documents
 - 1. **H1n Handy Recorder Quick Guide** (7 page pamphlet)
 - 2. **Safety precautions** (1 foldout sheet)
 - 3. **H1n Handy Recorder Operation Manual** (69 pages)
 - iii. Donation forms
 - 1. **Oral history release forms** (4) - Patrons should use these if they plan to donate recordings (1 filled out for each person recorded, *including the interviewer*). Check to make sure 4 remain in each backpack; photocopy/reprint and replace as necessary.
 - 2. **Oral history supplemental information/life history forms** (2) - Patrons should use these if they plan to donate recordings. Check to make sure 2 remain in each backpack; photocopy/reprint and replace as necessary.
 - 3. **Donation checklist form** (2) - Patrons should use these if they plan to donate recordings. Check to make sure 2 remain in each backpack; photocopy/reprint and replace as necessary.
 - iv. All forms in these folders can be downloaded and printed from <https://specialcollections.buncombecounty.org/oral-history/>
- ☑ Middle backpack pocket:
 - a. **Mechanical pencils** (3) - Notify BCSC staff when these need to be replaced/refilled.
 - b. **Dot grid field notebook** (1) - Patrons should remove pages of their own notes as needed. Notify BCSC staff when these need to be replaced.
 - c. **Thank you cards with envelopes** (8) - Patrons should use these to thank the people they interviewed. Check to make sure at least a few cards + envelopes remain in each backpack. Notify BCSC staff when these need to be replaced.
 - d. **Question cards** (25) - Notify BCSC staff if these become worn out.
- ☑ Side pocket:
 - a. **Spray bottle of HygenX** headphones & headsets cleaner, 8oz