The Oral History Association's Metadata Task Force Practitioner Questionnaire

Completing this Practitioner Profile can provide insight into the factors at play within your organization that impact metadata decisions at the collection or project level. What metadata we choose to capture and preserve is motivated by important factors such as the needs of our researchers, the capacity of our staff, and the promises we have made to interview contributors. Each collection has its own needs, so it is not uncommon for different collections, even within the same repository, to have differing amounts of metadata, organized in different ways.

The OHA Metadata Task Force encourages every practitioner to make decisions about metadata that are based on real world needs and circumstances of each collection and its repository, while still allowing the content and its context to be understood by viewers and researchers. Since metadata for oral history is never a one-size-fits-all kind of endeavor, we offer this set of questions as a way to assess and inform your metadata decisions. You can complete these questions solo or as a team before proceeding to the Element Picker Tool where you'll decide which metadata elements are important to capture and preserve based on your particular circumstances. Our Task Force is interested in your answers to the below questions! If you would like to share your practitioner profile with us, please send them to oha.metadata@gmail.com.

Now, on to the questions. **Consider the impact of the following factors on your metadata decision making.**

1. What is the mission and nature of your program and collection(s)?

2. Do you collect materials other than oral histories?

3. What percentage of your collections are oral histories?

4. How big is the oral history collection(s)?

5. What are your researchers' current or projected characteristics and needs?

6. What are your privacy considerations for participants and researchers?

7. What are your staffing limitations and strengths?