

How to do the Buffalo County Sesquicentennial Book Interview Project

1. Complete the “Interview Family Histories” Form

To do this, see the Buffalo County Historical Society website at www.bchs.us for information about “Interview Family Histories” form. Then email Broc Anderson at bchs.sesquicentennialbook@hotmail.com with the completed form for this project. You will proceed with the “Interview Field Questionnaire” to stimulate the interview. You will take notes and write up a family history for said individual in the end.

2. Arrange for Interview.

Contact interested person, or persons about the interview. Thank them for participating in the project, and arrange an interview format, time, and location.

3. Technology for the interview.

*****All equipment to conduct the interview falls at the discretion of the interviewer and interviewee.**

4. The Interview: Forms and Process.

Forms: When you do the interview you will need to take care of some forms. First, you both must sign separate copies of the “Author Release Form” found at the end of the guidelines section. One is for the interviewee giving consent to speak with you, while your copy is allowing us to print what you write. Keep these forms, and all forms, as you will have to turn them in when you submit the family history.

Interview Process: Be sure you have a copy of the “Interview Field Questionnaire” sheet. It has a series of questions which you can use to help facilitate a proactive conversation. Be sure to thank them for the interview, and ask them if they would like a copy of what you write up before submitting. Let them know that their family history will be put in the Buffalo County Sesquicentennial book set to be published in 2023.

SPECIAL NOTE: It may be that these individuals will want to give you some photos to go with the write up. If they offer these, you should accept them and make copies to send digitally to bchs.sesquicentennialbook@hotmail.com. Please only accept/make copies of one or two for the book. Clearly explain that BCHS is only allowing for a couple pictures with the family history to ensure everyone can

submit pictures as well. You may give the pictures back after making a copy. Thank them for their time!

*****If there are additional pictures offered, please specify which photographs the interviewee want in the book. The other photographs may be donated or copied for the BCHS archives.**

5. Writing the Interviewee's Family History

After conducting the interview, it is important to reflect on your notes before writing. When writing the family history, we recommend using "Word" or "Google Docs" so that it is much easier to compile and edit formatting. If you choose to handwrite this family history, please write legibly. Any unrecognizable words, phrases, or sentences will be at the discretion of the editor and may be redacted in the final publication. **Do not exceed 1,500 words.** If you are struggling with cutting down your words, email Broc Anderson directly for help at bchs.sesquicentennialbook@hotmail.com.

Edit and Review: Before submitting, please review and edit your family history a couple times to remove any simple mistakes (triple check for spellings of names and/or places). Then consult the interviewee that your written words reflect what they described in the interview. If further edits must be made, always consult the interviewee before sending the family history to BCHS. Be sure to reiterate a much appreciated thank you and that this book is set for publication at the end of 2023.

6. Submitting Family History for publication

Send your written Family History, one or two pictures if provided, and a signed Author Release Form from the interviewee and interviewer.

Interview Field Questions

Do not feel obligated to answer every single posed question here. The Interview Field Questions are more of a guide for a discussion rather than a rigid question and answer interview.

****Before continuing on...** Be sure to ask for **spellings** on last and first names. Include maiden names, middle names/initials, and preferred/actual names when possible.

*******For example, “Bobbie” is a common nickname for many women named Roberta. To best distinguish Roberta from others, it is important to use as many defining names as possible illustrating her in the book. This also includes a maiden name, in front of the last name, when possible in parentheses. Please include their whole name at least once in the beginning of the family history. This may be written like this:

Roberta “Bobbie” L. (Jensen) Wethersfield

1. When and where were you born?
2. Did you grow up in Buffalo County? If not, where did you come from?
3. How long have you lived in Buffalo County/Kearney/Gibbon/Pleasanton/etc.?
4. Who were/was your parents/spouse? Where did they come from?
5. Did you have any siblings? (Ask for genders) Where are they?
6. Do you have any children/grandchildren? (Names and gender if comfortable)
7. What was your occupation?
8. Did you serve in the military?
9. Where did you attend school?
10. Is there an event in your life that was truly special?
11. Did you belong to any clubs/organizations?
12. What is one thing you enjoy/enjoyed the most in Buffalo County?
13. How does Buffalo County compare today to when you were growing up?
14. What is one interesting fact about you?
15. Do you have any particular hobbies?
16. What is your favorite local place to go shopping?
17. Do you have a favorite local place to go out for dinner?
18. Is there an event here locally that you feel impacted Buffalo County immensely in your lifetime?

TO BE COMPLETED BY INTERVIEWEE

I, _____, am a participant in the Buffalo County Sesquicentennial book project through the Buffalo County Historical Society. I understand that the purpose of the Buffalo County Sesquicentennial book project is to collect family histories for publication. These oral histories and related materials serves our mission to preserve Buffalo County history. I understand that the Buffalo County Historical Society plans to retain the product of my participation, including but not limited to my interview, photographs, statements, name, images or likeness, and written materials in my family history as part of its archive collections. I hereby grant to the Buffalo County Historical Society ownership of the physical property comprising my family history. Additionally, I hereby grant to the Buffalo County Historical Society, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in my family history in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold. I hereby release the Buffalo County Historical Society, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of my family history, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

ACCEPTED AND AGREED

Signature _____ Date _____

Printed Name _____

Address _____

Phone/email _____

Name of Interviewer _____

Relationship to Interviewer _____

Buffalo County Historical Society /Trails & Rails Museum

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