**Interview Metadata and Transcript[[1]](#footnote-2)**

[Remove this text after following-up: replace header text for interview title: Interview [first name] [last name], Location, Place + Date. Official title is filled out under ‘Title’. Filling out ‘on’ is important if more interviews with the same person are (to be) conduced, or to indicate the subject / project as a common denominator to mark the interviews belonging together].

|  |  |
| --- | --- |
| Title | Interview <[first name] [last name]> on <[subject]> |
| Subtitle | <name project or ‘on’ subject> in case of more relating interviews |
| Interviewee | <Name>, (date of birth), profession or function |
| Interviewer(s) | Name of the interviewer(s), profession or function of the interviewer(s) |
| Others present | Name(s), function(s) of others present |
| Place | Place where the interview has been conducted |
| Date; time/duration | Date; start and end time of the interview and/or duration |
| Temporal coverage | Named period, date, or date range [start date-end date] |
| Spatial coverage | Named place or a location; specified by its geographic coordinates |
| Keywords | List of relevant key words (see: [Art & Architecture Thesaurus®](https://www.getty.edu/research/tools/vocabularies/aat/index.html)) |
| Summary (Description) | Briefly state something about the interview in a few sentences. What is the role of the interviewee within the project? What is the reason for the interview? Furthermore, point by point what is discussed in the interview, preferably with time codes (large chunks). Briefly describe special events. This increases the accessibility of the interview. |
| Audience | Humanities; Arts and Culture; History of Arts and Architecture (for example) |
| Recording by | Name and type of recording (audio/video), name device |
| Transcript by | Name, function / organisation (date of completion) |
| Publisher | E.g., Institution |
| Owner (Rightsholder) | Name of the organisation or private party depositing the document. Can be either different or the same as Publisher field. |
| Related to | Other interview / publication / project, etc. Use separate bloc per item / Link |
| Access rights | Closed / restricted / open – [FAIR](https://www.go-fair.org/fair-principles/): Findable, Accessible, Interoperable, Reusable |
| Language |  |
| Date available | Important in case of embargo. If not, it can be any date asap |
| Depositor |  |

**Setting**

[describe setting and atmosphere of the interview to illustrate what cannot be sensed from only reading the text in the transcript].

**Transcript**

[paste transcript from xxx.word.txt file if processed with a ASRCorrector or WhisperCorrector from [www.speechandtech.eu](http://www.speechandtech.eu), and while text selected, drag left margin marker 4 cms to the right to distinguish the spoken text from the speakers]

1. This template has been compiled in collaboration between the *Interviews in Conservation Initiative*, [www.uva.nl/ici](http://www.uva.nl/iciD) and DANS-KNAW, <https://dans.knaw.nl/en/>, the Dutch National Centre of Expertise for research Data Archiving and Networked Services of the Royal Netherlands Academy of Arts and Sciences (KNAW) and the Dutch Scientific Research Council (NWO), 27 March 2023. [↑](#footnote-ref-2)