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

*[Replace heading for interview title: Interview with [first name] [last name], Location, Place + Date. Filling out ‘on’ after the interviewee’s name is important if more interviews are (to be) conduced, or to indicate the subject / project as a common denominator for interviews that belong together].*

|  |  |
| --- | --- |
| Title | Interview with <first name, last name> on <subject>, <Place>, <Date> |
| Subtitle | <‘on’ subject> in case of more relating interviews (or directly added to title above) |
| Interviewee | [Preferred] <Name>, profession or function |
| Interviewer(s) | Name of the interviewer(s), profession or function of the interviewer(s). Use separate bloc per name. |
| Others present | Name(s), function(s) of others present. Use separate bloc per name. |
| 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. Preferably, use thesauri for controlled vocabulary and persistent Identifiers (PIDs). See Getty’s Art & Architecture Thesaurus® ([AAT](https://www.getty.edu/research/tools/vocabularies/aat/index.html)), Union List of Artist Names ([ULAN](https://www.getty.edu/research/tools/vocabularies/ulan/index.html)), the Netherlands Institute for Art History, [RKD Research](https://research.rkd.nl/en), and [Wikidata](https://www.wikidata.org/) for all terms that cannot be located otherwise. In <https://ohsmart.datastations.nl>, type and await suggestion (for AAT only). |
| 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 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 | Institution (or name) |

**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 resulting xxx.word.txt file from WhisperCorrector from* [*www.speechandtech.eu*](http://www.speechandtech.eu)*, and while text selected, drag left margin marker 3,5 cms to the right to distinguish the spoken text from the speakers].*

1. Template compiled with the *Interviews in Conservation Initiative*, at the University of Amterdam, [www.uva.nl/ici](http://www.uva.nl/iciD), in collaboration with DANS, the Dutch national centre of expertise and repository for research data, <https://dans.knaw.nl/en/>, part of the Royal Netherlands Academy of Arts and Sciences (KNAW) and the Dutch Research Council (NWO), 27 March 2023, updated 05-08-2024, 21-01-2025. [↑](#footnote-ref-2)