

RANDALL V. MILLS ARCHIVES OF NORTHWEST FOLKLORE

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STUDENT GUIDELINES FOR ARCHIVING FIELDWORK PROJECTS

Projects submitted to the archives must meet the following requirements to be accessioned. However, not all projects submitted are accessioned by the archives. Selection is based on the topic of the project and the quality of the fieldwork documentation, not the grade. All necessary information and required forms (including examples) are available on the Folklore Program website at <http://folklore.uoregon.edu/archives/>.

- ❑ All projects must be **based on actual fieldwork**.
- ❑ All projects must include a **Master Sheet**. Please fill out the Master Sheet completely and with as much detail as possible. Consult the Archives Terms when selecting which terms to list for geographic region, genre, and folk group.
- ❑ All projects must include a signed and dated **Collector Release Form** on which the collector may stipulate restrictions to the use of the project in the future.
- ❑ All projects must include signed and dated **Informant Release Forms** for each informant involved in the fieldwork.
- ❑ Students who must include a **Supplemental Materials List** if they submit additional media with their projects, such as fieldwork documentation in the form of photographs, sound recordings, video recordings, or texts. Students must clearly label supplemental materials with the following information:
 - Informant name
 - Date of collection, location, and brief description of contents—for example, “birth narratives” or “digital photographs of gingerbread houses”
 - Collector name
- ❑ Students must **submit two copies** of their projects to their professor, one for the archives and one for the instructor to grade.
- ❑ PLEASE NOTE: In the event that a project is submitted that does not fulfill the above requirements, the student has one term following the term of submission to fulfill the requirements. If the student does not fulfill the requirements or retrieve their project by this deadline, the project will be discarded.

If you have any questions, please do not hesitate to contact the archives for assistance. We are happy to assist you with this process.