



NARRATOR ADDRESS

Date

Dear Mr./Mrs./Ms. LAST NAME:

The University of Washington East Asia Library is creating an extensive oral history collection, entitled History through Memories and Stories. We hope this collection will ultimately include hundreds of interviews recording the history of Seattle's Chinese and Taiwanese immigrants through individuals' life stories. Your oral history is unique and precious, and we are contacting you to ask whether you would be willing to be interviewed for our project.

Interviews in the History through Memories and Stories collection are held as digital files and as printed transcripts, and are available to the public for research. Scholars, researchers, students and anyone interested will have access to this rich material through the University of Washington Special Collections Repository of the Pacific Northwest, the University of Washington Digital Initiatives and the University of Washington East Asia Library. Members of the public can also request copies of interviews. Oral histories are an indispensable resource for understanding immigrant experiences in Seattle, and, through this project, they will become an essential part of the University of Washington's collection. Currently, our interviews are focused on documenting the lives and experiences of Chinese and Taiwanese immigrants to Seattle who are eighty years old or older, and we hope to include your stories and reflections in our collection.

Your interview will be a one-on-one conversation or series of conversations with your interviewer, INTERVIEWER FULL NAME, that will be recorded by digital video camera at the East Asia Library or in your home, whichever is more convenient for you. All recording will be done by one of our trained student producers, PRODUCER FULL NAME. It is helpful to our team, but not required, for you to fill out our project's pre-interview survey so INTERVIEWER FIRST NAME can better prepare for your interviews. INTERVIEWER FIRST NAME will also contact you to see if a pre-interview meeting can be arranged for the two of you to sit down with PRODUCER FIRST NAME to discuss any questions you may have and to plan your interviews together. We've found that the more actively you plan these interviews, the better they will be. If you would prefer not to have a pre-interview meeting, however, INTERVIEWER FIRST NAME will also be happy to discuss the interview process and answer your questions over the phone.

Your interviews will be made available to the public in the University of Washington East Asia Library. For that reason, we will ask you to sign a copyright agreement before your first interview session, giving the library permission to share your interviews publicly. We hope that you will be open, honest and comprehensive in your interviews – it is your chance to say precisely what you would like to say and be confident the East Asia Library will preserve your words forever. If, at the end of an interview session, you decide you would like to place certain topics off the record, out of the public view for a period of time, then we will be happy to “seal” sections of your interview until a mutually agreed upon future date. Your candor is worth a great deal, and the University of Washington East Asia Library, Digital Initiatives and Special Collections can assure you that your wishes for privacy will be met. INTERVIEWER FIRST NAME will ask at the end of every interview session whether there are any additional parts of your interview you would like to seal. Please also feel free to discuss concerns of this sort with INTERVIEWER FIRST NAME at any time.

The History through Memories and Stories project is also actively collecting artifacts, photographs and documents concerning Chinese and American history – if you have material you would consider donating to the collection, please let INTERVIEWER FIRST NAME know so that HE/SHE can arrange for the East Asia Library to coordinate this with you. Though this project just began in the summer of 2014, we hope that our collection will become one of the most significant in the Pacific Northwest. With this goal in mind, the library is already working on plans to contribute oral histories to local museum exhibits, as well as looking for ways to incorporate them into programs, publications, web resources, social media, and education programs. We invite you to join us in this major initiative.

I thank you in advance for your willingness to contribute your story to the University of Washington East Asia Library History through Memories and Stories collection. INTERVIEWER FULL NAME will contact you shortly to arrange for a pre-interview conversation in person or over the phone. If you have any questions, please contact me or our oral history team. My phone is (206) 543-5635 and our project e-mail is [oralhist@uw.edu](mailto:oralhist@uw.edu).

Again, thank you very much.

Sincerely,

Zhijia Shen  
Project Manager, History through Memories and Stories  
Director, University of Washington East Asia Library

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