

# PANDEMIC DIARIES PACKET

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*Thank you for your interest in the Pandemic Diaries!*

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Organized by the University Library Special Collections and Archives, this project is designed to collect stories, narratives, and experiences of our campus community during a particularly tumultuous point in history in order to create historical records that may be used by future researchers to accurately assess how the COVID-19 pandemic affected Los Angeles communities. Cal State LA is home to a student population that is not only diverse in race and ethnicity but socioeconomic backgrounds. Historically, the communities this university serves are under-recorded and their experiences disregarded. The Pandemic Diaries Project works to rectify that.

**This Project Packet includes:**

- 1. Instructions for creating your Diary**
- 2. Questions to help guide your self-interview**
- 3. Transcript template**
- 4. Checklist of Submission Materials**
- 5. Deed of Gift – PLEASE SIGN**

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*Are you ready to submit your Pandemic Diary?*

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To submit your Pandemic Diary, review the Checklist of Submission Materials to be sure you have all the necessary components. Please also sign the Deed of Gift and submit it with your recording and transcript.

After you complete this packet, [CLICK HERE](#)  
to submit your Pandemic Diary!

# COVID-19 PANDEMIC DIARY INSTRUCTIONS

**PLEASE READ ALL THE REQUIREMENTS BEFORE YOU BEGIN.**

## PREPARING TO RECORD

1. Select a device to record your digital diary (i.e. a video camera, phone, or webcam)
2. Find a quiet space with limited background noise (turn off fans, close windows)
3. Find good, natural lighting if possible (near a window is a good option)
4. Stabilize your chosen device rather than hold it in your hands for the recording



## QUESTIONS TO GUIDE YOUR STORY

There is no set format for telling your story, but we have provided some questions to get you started. Please use these to guide the telling of your personal experiences.

## DURING THE INTERVIEW

### Introduce yourself (required)

- Tell us your name, the date, your location (city), and your occupation(s)



### Tell us your story.

- Answer the questions provided or add some of your own
- Keep in mind this should be no longer than one hour
- Give us some context for your situation – include details about your circumstances prior to quarantine.

*Please do not disclose any personally-identifiable information about others this includes their personal health information.*

## ACCEPTED FILE FORMATS:

- Video and/or recording (.mp3, .mp4)
- Transcript (.txt, .doc, .docx), Photos (.jpg)
- Total file size limit for your submission is 1GB



## CREATE A TRANSCRIPT

To help us archive your oral history, consider downloading an app called Otter to create a transcript. If you import your recording to this app, it will transcribe the audio and export it as a text doc. Please do not submit a PDF. We may contact you to verify certain words.



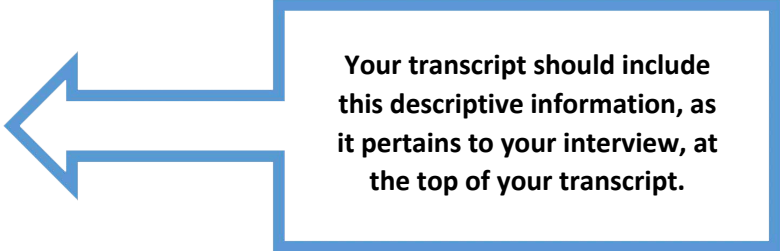
## **SUBMIT YOUR STORY HERE:**

<http://tiny.cc/pandemicdiary>

**HAVE QUESTIONS?** [specialcollections@calstatela.edu](mailto:specialcollections@calstatela.edu)

# Transcript Template

Title: Jane Doe's Pandemic Diary  
Narrator: Jane Doe  
Interview Location: Alhambra, California  
Interview Date: February 10, 2021  
Audio Length: 0:37:24  
Transcribers: Jane Doe  
Audio/Video File Name: Doe\_Jane\_01.mp3



**Your transcript should include this descriptive information, as it pertains to your interview, at the top of your transcript.**

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00:00:00

Hi, my name is Jane, I am a student at Cal State LA and this is my Pandemic Diary. I am conducting this interview in my home in Alhambra, California on February 10<sup>th</sup>, 2021.



## **Transcribe your interview**

- **Include every meaningful word – you can omit “ums” and “uhs”**
- **Try to break up the text so it is not one large block.**
- **Include timestamps if you can.**



## Pandemic Diaries Project

### Questions for Students, Staff, and Faculty

#### *Brief History and Background*

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1. Where did you grow up?
2. Where do you live now?
3. How long have you been at Cal State LA?
4. What do you study or teach?

#### *COVID-19 Environment*

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1. How is the COVID-19 pandemic affecting your life, family, or instruction?
2. What is your daily life like during quarantine?
3. What changes have you made to your daily routine to stay safe?
4. How are you coping?
5. What feelings are you experiencing?
6. Have you had any revelations or realizations?
7. What are the challenges you and your family face during this time of limited resources?
8. How have you, your friends, or your community supported each other during the pandemic?
9. How are you staying connected to your community?
10. How are you helping others?
11. What has been your experience with distance learning and/or remote work?
12. What does your new workspace look like?
13. What role has technology played during the pandemic and have you had to acquire any new skills to effectively use unfamiliar technologies?

## Your Pandemic Diary Submission Should Include:

**A Video or Audio Recording**

- a. Audio or video recording no longer than 1 hour where you share what you are currently experiencing with the shifts and disruptions to our day to day realities as a result of the COVID-19 pandemic.
- b. We have provided questions and an infographic in the Project Packet to get you started.

**A Transcript**

- a. To help us archive your stories, please create a transcript of your self-interview. We recommend downloading a free app called Otter (<https://otter.ai/>).
- b. After recording, upload your audio/video file to the app and it will transcribe the recording for you. You can export the transcript in a text document and copy/paste it into the provided transcript template. Please update the details at the top with your information.

**A Signed Deed of Gift**

- a. Your Pandemic Diary will be donated to Special Collections and Archives for research. Please sign and submit this project-specific Deed of Gift to finalize your donation.

Please note that the following file formats will be accepted:

- Video and/or recording (MP3, MP4),
- Transcript (.txt, .doc, .docx)
- The total file size limit for your submission is 1 GB

## Pandemic Diaries Deed of Gift

I, \_\_\_\_\_ do hereby donate to the  
(Name of Donor)

John F. Kennedy Memorial Library, California State University, Los Angeles Special  
Collections & Archives the following:

A recording and transcription of my Pandemic Diary

I:

- Hereby certify that I am the sole creator
- Understand that I will continue to own the copyright to my submitted material.
- Grant the Cal State LA University Library Special Collections and Archives a non-exclusive license to publish my contributions online and in the Cal State LA Digital Repository.
- Grant the Cal State LA University Library Special Collections and Archives a non-exclusive license to display my contributions in exhibits and displays, both physical and online with proper accreditation.
- Give Special Collections and Archives permission to add the material to its archival collections; preserve it for future generations of students, scholars, and researchers; organize, process and make accessible the materials according to accepted archival principles including creating metadata and finding aids; reformat, translate, and transcribe content as needed; make the materials accessible to researchers and staff using full-text search interfaces required for the preservation and discovery of the materials.

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of Special Collections \_\_\_\_\_ Date \_\_\_\_\_