



VETERAN'S STORY INTERNSHIP GUIDE

WITH SUSAN CAOLO

WELCOME!

This Guide will assist you as you become familiar with the Veterans History Project. It will include some basic expectations and instructions as you get started. The internship can be personalized, therefore this is a general outline.

The Veteran's Story Internship with Susan Caolo is in conjunction with the Library of Congress Veteran's History Project (VHP). The VHP archives U.S. Veteran's stories, pictures, and documents from their time in service and beyond. It is a project that can be worked on anywhere in the world with any U.S. Veteran from WWI to present-day.

Beyond oral histories, this internship advocates an ethnographic approach. **Respect for others and their cultures is imperative.** The ability to take initiative, work independently, and work digitally is also required.

As you get started with the archival process, you will quickly realize that there is a fair bit of paperwork involved. Becoming familiar with these documents is essential for success. Each packet of documents, along with the other materials provided by the Veterans, will make up a *Collection*. The Collections are named after and owned by the Veterans. The Veterans may add to their Collection at anytime after it has been reviewed and published.

Each Collection requires one of three things: a 30 minute interview, a 20 page manuscript, or 10 original photos or letters. Oftentimes, Collections include a mix of these.

Visit the Library of Congress Veteran's History Project website for more information:

<https://www.loc.gov/programs/veterans-history-project/about-this-program/>

All required documents are accessible at <https://www.loc.gov/programs/veterans-history-project/how-to-participate/vhp-field-kit/>. These documents are available as fillable PDFs. Be mindful while filling out PDFs as formatting issues are easy to come by.

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BASICS & VHP SUBMISSION CHECKLIST

Each Veteran will be assigned a **reference number** by Susan. This reference number is hugely important for organization purposes and should be in the subject line or name of any email, PDF, etc.... The number should appear as ____VHP.

For example, if a Veteran’s number is 67, it should be written as **067VHP**.

(The VHP will assign a separate reference number to the Veteran once their packet has been reviewed and submitted.)

Packets are organized in manila folders. While the documents can be typed, they must be printed out and submitted to the VHP in a physical form. Two copies of most documents should be printed out, one for the VHP and one for Susan’s records.

The Submission Checklist will be attached to each manila folder and clearly lays out what is needed for the VHP packet, what is needed for Susan’s records, and how many copies of each item is required (the checklist is subject to change). Take a look:

Susan Caolo – Veteran’s History Project

SUBMISSION CHECKLIST

Veteran’s Name:

Reference Number:

ITEM	COPIES NEEDED	COMPLETED	DATE	NOTES
USB for Veteran	1			
USB for LOC	1			
Biographical Data Form	2			
Veteran’s Release Form	2			
Interviewer’s Release Form	2			
Audio and Video Recording Log	2			
Photograph Log	2			
Manuscript Data Sheet	2			
DD214	2			
Plastic Envelope w/ Important Info, Thank You Note, & USB	1			
Extra Documents (if applicable)				

Note: *Artful Journeys* refers to the umbrella of projects that Susan Caolo works on; these documents are only needed for her records.

ONLY FOR ARTFUL JOURNEYS	COPIES NEEDED	COMPLETED	DATE	NOTES
Interviewee’s Release Form	1			
Personalized Cover Page	1			

AFTER SUBMISSION	DATE
LOC Packet Tracking Number	
Personalized Envelope Tracking Number	
AFC Reference Number (if applicable)	

MEDIA LOG

Also called the Audio and Video Recording Log, the Media Log is **required** by the VHP. It is a transcription of the interview and can be in as little or as big of detail as each interview requires. It may be necessary to do some research as you fill it out for accuracy purposes. Ask Susan for examples to get a feel for which details should be included.

It is recommended that you start your internship by filling out a couple of these Media Logs as they offer you a look into the interviews and the people whose stories you're working to protect

USBs

Two USBs will be made for each folder. They will both include the audio version and the video version (if applicable) of the Veteran's interview. One of the USBs will be submitted to the VHP and one will be sent to the Veteran/Veteran's family. The Veteran's copy may also include documents and digital photos as Susan sees fit.

BIOGRAPHICAL DATA FORM

The Biographical Data Form is **required** for the VHP packet. It includes basic information about the Veteran, such as birth date, contact info, branch of service, battles/campaigns, and medals received. It is very useful to refer back to and an extra copy should be printed for Susan's records.

RELEASE FORMS

There are 3 release forms to know. The **Veteran's Release Form** and **Interviewer's Release Form** are **required** by the VHP. These allow the VHP to publicly disclose the interview and documents submitted. Two copies of these should be printed, one for the VHP and one for Susan.

The third form is the **Interviewee's Release** (not to be confused with the Interviewer's Release), which allows Susan to disclose the interview and documents outside of the Project. Only one copy of this form is needed.

PHOTOGRAPH LOG

The Photo Log is required if any photos are provided by the Veteran (it is recommended that they are). Read the instructions for the Photo Log carefully, as certain labeling methods are not accepted by the VHP. Photo descriptions should be as accurate and detailed as possible—referring to the interview may help with descriptions.

MANUSCRIPT DATA SHEET

This form is required for written documents provided by the Veteran. The documents should be written by the Veteran and can be printed versions.

DD214

A DD214 is a Certificate of Release or Discharge from Active Duty that each Veteran receives. It is not required by the VHP, but it is important and should be included if possible.

VETERAN'S PERSONAL ENVELOPE

This plastic envelope will include the Veteran's USB copy, an informational page about accessing their collection and providing new materials after submission, as well as a handwritten Thank You note from Susan. It is **required** for each Veteran and allows them to have a physical copy of their interview. It serves as a reminder to the Veterans and their families that their stories are safe and accessible.

Thus concludes the Internship Guide. Ask questions, become familiar with your resources, and remember that this only entails the start of your internship. There are many opportunities for different fields of interest. Give some thought to personal goals you'd like to accomplish with this opportunity and have fun with it!