

With so many of us in self isolation at present, and perhaps with some time on our hands, I wondered if some of you would like to contribute to the collections of the Tide Mill Museum.

As well as extra spare time, most of us now have at our fingertips the technology to conveniently record sound - our mobile phones. With the addition of a small app, it is simple to record our own voices and share the results.

What I'd like you to do is to record your memories and impressions of Woodbridge and of the Tide Mill, then send them to me so that I can preserve your oral histories and share them with other visitors and researchers.

If you'd like to participate in this project, please read, and ensure that you understand and agree with, the terms set out below.

- Any audio files that you contribute will become the property of Woodbridge Tide Mill Museum.
 - The museum reserves the right to use (or not) all or part of any such audio file, and any transcripts made of it (the Material), in any way that it chooses within the scope of the Museum's Constitution and Ethical Guidelines.
- The Museum will safeguard the privacy of contributors:
 - All personal information that we collect is subject to our Privacy Policy, which is available on our website at www.woodbridgetidemil.org.ukIn respect of this project, in addition to our Privacy Policy, the following terms apply:
 - No Material will be shared or used other than for the purposes of display and interpretation within the Museum and its digital platforms.
 - No personal details of any contributor (other than their name, with their permission) will be shared with third parties.
 - The Museum will not use/share Material that reveals personal details of anyone, or risks embarrassing or defaming anyone.
 - All original Material will be stored digitally in a secure manner.
 - Although the museum reserves the right to edit and redact the Material, this will never be done in a such a way as to alter the meaning of, or to decontextualize, the Material.
- In order to indicate your understanding and acceptance of the above terms, each recording must be introduced by you with the phrase:
"My name is [your name] and I freely donate the following material to Woodbridge Tide Mill Museum, for use at their discretion."

How to contribute:

Firstly, you will need an app on your phone that will allow you to record, save and share audio. Many of you may already have a preferred app that you use for this. If not, there are many free audio recording apps available to download. If you are unsure, one widely used app is 'Rev Audio & Voice Recorder' This is neither an endorsement nor a recommendation, but Rev is a free app that is simple to use, is available for both Android and iPhones, and can be found by searching in the associated app store from your phone.



Whichever app you choose there is no need for a script or a recording booth. Simply find a quiet place where you can be comfortable and can speak at an ordinary conversational volume.

Begin each recording with the consent phrase shown above, and then simply record your thoughts and memories as they come to you.

Include as much detail as you can (names, places, dates, etc.) but don't worry if these don't always come to mind. When you've finished (remember that you can make more than one recording so don't worry about getting it all down in one go) follow the app's instructions to save the recording on your phone.

Then, email the file to me at curator@woodbridgetidemill.online

Once you have sent it, you can delete the file from your phone to save space or keep the file in any form you prefer for your own use.

Include in the email message your name (so that we can be sure of the spelling) and a few words confirming that you are happy for us to retain your contact information. It may be that a researcher from the Museum will want to contact you for further information about your contribution(s). If you are happy for us to contact you by email for this reason, please also state that in your email message - if you do not do this we will assume that you do not wish to be contacted further.

What to contribute:

We'd welcome anything that you're happy to have recorded and stored for posterity, so please share any memories that you like.

That said, I'm particularly interested in what it was like living in Woodbridge in the 1950's and 1960's and, of course, any memories of the Tide Mill and those involved with it from any period that you can recall.

We'd love to know more about the people who owned and who worked at the Tide Mill towards the end of its working life, about Jean and Rodney Gardner, and about the incredible team that undertook the initial restoration project.

Please include tales that have been passed down to you by parents, grandparents, etc. as well as your own 'first-hand' memories.

What happens next:

The official collection phase of the Oral History Project 2020 will close on Sunday May 31st 2020 (though you can continue to submit recordings after this date if you wish).

All the recordings will be converted to a condensed storage format known as mp3 (if they're not already in that format) and stored in two secure locations. The recordings will be stored in a private folder in the cloud and also on a flash memory drive that will be stored safely, away from the Museum site.

The recordings will be individually reviewed and curated by a small team of Museum volunteers. Each recording will be catalogued in our Archive Collection including notes about the content. This process will take some time - this will depend on the volunteer hours available and the number of contributions we receive.

Once the recordings have been catalogued, a curatorial team will start selecting recordings and transcriptions for use in existing and future exhibitions at the Museum.

I hope that some of you will find this project interesting and will want to take part. I look forward to listening to your memories and thank you in advance for helping us to make Woodbridge Tide Mill Museum a richer and more rewarding visit for everyone.

Fraser Hale - Curator

