

Cost Schedule for Oral History Interviewing and Processing: Baylor University Institute for Oral History

cost estimate based upon a one-hour interview – does not include travel

Undergraduate student pay rate = \$10/hour

Graduate student pay rate = \$15/hour

Interviewer/staff pay rate = \$25/hour

A. Pre-Interview

Pre-Interview Research/Other Tasks: 4 hours @ \$25/hour	\$100
Pre-Interview Visit: 1 hour @ \$25/hour	\$25

B. Interview

\$100 per recorded hour (professional contract rate)	\$100
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C. Draft Transcript Processing

Staff Editorial Oversight: 2 hours @ \$25/hour	\$50
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Tasks:

Receiving/Verifying Contents: 1 hour @ \$25/hour	\$25
Processing Audio & Files: 1 hour @ \$10/hour	\$10
Transcribing: 5 hours per audio hour @ \$10/hour	\$50
Audit Checking: 2 hours per audio hour @ \$15/hour	\$30
Editing: 3 hours per audio hour @ \$15/hour	\$45
Abstracting: 1 hour per audio hour @ \$15/hour	\$15
Interviewer/ee Review Handling: 1 hour @ \$25/hour	\$25
• Printing: 15 cents per page (est. 33 pages/hour) x2	*\$10
• Postage: (mailing draft transcript to narrator/interviewer)	*\$10
Interviewer Transcript Review: 2 hours per audio hour @ \$25/hour	\$50
Corrections Entered: 2 hours per audio hour @ \$15/hour	\$30
Online Transcript/Audio Inclusion: 1 hour @ \$25/hour	\$25

D. Final Transcript Processing

Final Editing: 3 hours per audio hour @ \$25/hour	\$75
Online Transcript Finalization: 1 hour @ \$25/hour	\$25
Volume Production: 2 hours @ \$25/hour	\$50
• Photocopying: 15 cents per page (est. 33 pages/hour)	*\$5
• Binding per volume	*\$25
• Postage per volume (to/from bindery and to narrator)	*\$20

TOTAL ESTIMATE FOR ONE-HOUR INTERVIEW	\$800
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Further Considerations

Interviewer pay varies widely, depending on the range of tasks and responsibilities interviewers are expected to fulfill. Among these:

- Background research prior to the interview, and/or during the progress of an interview series
- Locating and contacting narrators, securing an interview location, handling other logistical arrangements
- Video and/or audio setup and recording
- Processing after the interview:
 1. Word list (guide to terms, names, etc., including spelling and/or special meanings and contexts)
 2. Audio and/or video file management, including copying, reformatting (as for creation of CDs, DVDs, etc.), and transmission
 3. Transcribing—rough draft, audit-check, edit, narrator review, etc.
 4. Abstracts, time logs, indices, other guides and finding aids

Pay basis can vary widely, as well. It can be by the hour of actual interviewing time (especially if the interviewer is hired only to conduct the interview), with or without further compensation for additional tasks.

Interview duration can also vary widely, although sixty to ninety minutes may generally be considered typical. A narrator's stamina and degree of engagement, the breadth and depth of the subjects to be covered in the interview, whether multiple interviews are planned—to name but a few of the possible factors—can all affect how long the interview can or should last.

*For remote interviews, consider how these elements could be provided via electronic delivery methods. By providing digital delivery, the costs for postage, printing, binding, and photocopying can be greatly reduced or eliminated.

Estimate of Total Hours Spent (Local Interview Range)

Pre-Interview Research/Tasks: 4-8

Interview: 2 for site-based, 8 for local travel

Processing/Transcription: 15-20

Review: 2 for interviewer (narrator not billed but 1-month time consideration allowed)

Post-Review Edits: 5

Final Editing: 5 (allow 1-2 months for outside business to bind volumes)

Total: 33-48 man-hours (+2-3 months wait time for materials)