

The director of the Westmount Memories Project should collect names of possible subjects likely to have early memories of Westmount and of those able to interview them and to write up the interview--or talk to them about writing up their memories, (for subjects who prefer that to being interviewed). Since we aim to publish one article in each newsletter, or two a year, the director must coordinate plans with the newsletter editor. When interviews occur, the director should instruct interviewers in use of the microphone and the requesting of photographs; the director should supply appropriate consent forms, which should be signed before an interview starts; consent to publish forms should be signed by writers of their own memories. Interviews are transcribed by the director for our records and for the interviewer's ease of reference while writing up the article; both the recorded interview and the transcription form part of our archives, as do (with permission) the written records provided by some subjects along with any donated or scanned photographs.