



Oral History Studio FAQ

What do I need to do to use the Oral History Studio?

All members of Port Phillip Library Service can book the Oral History Studio. If you're not yet a member you can [join online](#).

First contacting the Port Phillip Heritage Centre staff for a free 30 minute induction. The induction will cover all the basics on how to get started in the studio, as well as housekeeping rules.

The Oral History Studio is free to use.

How do I book a studio or an induction?

Booking requests can be made by contacting the Port Phillip Heritage Centre. The Oral History Studio is located inside the Heritage Centre.

Email: localhistory@portphillip.vic.gov.au

Phone: [03 9209 6795](tel:0392096795)

Heritage Centre address: 195 Bank Street, South Melbourne, VIC 3205

You can also fill in the [online enquiry form](#)

A staff member will contact you to confirm the booking. All booking requests are tentative until confirmed.

When is the Oral History Studio available?

Monday from 2:00pm to 6:00pm

Tuesday from 3:00pm to 7:30pm

Wednesday from 10:30am to 12:30pm

Friday from 12:30pm to 5:30pm

Bookings are available for up to two hours a day once per week. You must vacate the studio promptly after your booking is finished

The studio is not open on weekends.

What if I can't make my session?

If you are no longer able to make a booked session, please call Heritage Centre staff to cancel the session.

If you have booked a studio session and do not show up or call within the first 30 minutes, this booking will be cancelled.

Studio equipment

What equipment is available?

x1 Rodecaster Pro Podcast Production Studio

x2 Rode PodMics broadcast-grade dynamic microphones

x2 Sony MDR 7506 professional monitoring headphones

x1 MicroSD card Verbatim 64GB

x1 MicroSD > USB C adaptor

The studio has undergone the following sound treatment: double glazed glass on windows and door, hush lamination over external window, acoustic panelling, air vents covered. The studio is not 100% sound proof.

Who will operate the equipment in the studios?

Our studios are self-facilitated. During your booking you will need to operate the equipment yourself. Tech support during your session will not be available. We recommend this online tutorial on using the Rodecaster Pro: <https://rode.com/en-au/user-guides/rodecaster-pro/how-to-get-started-with-the-rodecaster-pro>

Can I bring my own equipment?

No, you can bring additional equipment such as instruments. Unplugging any of the equipment provided in the studio is not permitted.

Can I borrow equipment?

The equipment provided in the studios is available for you to use for the duration of your booking but you are unable to use it outside your allotted booking time or remove it from the studios.

What happens if equipment is damaged?

Users are responsible for handling all equipment with care. Please report any damage or faults with equipment to Heritage Centre staff when checking out from your session.

Using the studio

Can I eat & drink in the studios?

Only bottled water can be brought into the studios.

Can I bring other people to my booking?

Yes. Provided you attend the booking and operate the equipment, you can bring guests.

However, the Oral History Room has the capacity for four people. Anyone in your group who plans to use the equipment will need to complete an induction.

Can I extend my booking if I need more time?

Oral History Studio Studio bookings are limited to 2 hours per day, once day per week on the basis of availability and Heritage Centre requirements.

How do I take my work recording home with me?

You must either transfer the audio using our adaptor, laptop or public PCs or bring your own Micro SD card. Heritage Centre staff are not responsible for transferring or editing your recording.

Are the studios COVID-safe?

Yes. The studios will be cleaned regularly. Strict room capacities and session lengths are also in place to allow sufficient space and ventilation.

Hirers are advised to step out of the space and take breaks every 45 minutes to allow adequate air flow and ventilation.

There is an air filter in the Oral History Studio.

Producing digital audio

Find information about digital audio production, processing and editing in the State Library of Victorias [digital audio fundamentals](#).

Bookable Public PCs in the Heritage Centre have audio editing software [Audacity](#).

