



**SCOTTISH  
ISLANDS  
PASSPORT**

## **Scottish Islands Passport Audio Brief**

### **Do you love Scotland's islands as much as we do?**

We are looking for islanders who want to share stories of their island homes.

Despite the global pandemic we have been working from our home on the Isle of Jura to develop an app which promotes sustainable and responsible tourism to 73 of Scotland's islands. This has included liaising with islanders from Unst to Arran to collect information about their island homes and showcase what our fabulous islands have to offer.

The Scottish Islands Passport app was released into app stores in summer 2021 and our spring 2022 release will include an audio element which will feature islanders sharing stories about their islands.

We're covering 73 inhabited islands for this stage of the project, and we're particularly keen on helping people find out about the smaller, lesser-known corners of our isles where communities would welcome more visitors.

### **1 Stories**

We're looking for recordings of stories from the islands we cover to help celebrate Scotland's Year of Stories. These can be folk tales, historic stories or stories of daily life. Recordings should be around 2-3 minutes.

We are looking for stories which tell the listener something interesting about your island that might not otherwise learn from tourist information already on the island – for example, we are not looking for you to simply repeat a story which is available on an information board. You are welcome to tell stories of your own experiences of the island, for example, what it was like travelling to school via ferry, or your memories of island events.

If your recordings include the voices of people other than yourself you will need to provide evidence that you have their permission to submit the recordings for this project. You may submit recordings which have already exist which meet our criteria, however you must hold all the relevant rights and permissions to use the recordings in this way.

We welcome recordings of stories in Gaelic, Shetland dialect and Orkney dialect as well as English. However, given our target audience, we would request that these recordings are accompanied by a separate recording of the story in English. This should be as direct a translation as is possible.

It is important that we respect the privacy of other people so your stories should not include recognisable details of anyone living or who still have family or friends on the island.

You should tell the stories in your own words in a way which does not infringe the copyright or intellectual property rights of others – for example we welcome stories about local myths and legends, but these should be told in your own words rather than reading an already published account of these.

Your stories should be suitable for people of all ages.

### **2 Technical requirements**

All audio should be provided as MP3 files. Due to licencing issues, recordings should not include music or any other elements for which you do not have intellectual property rights.

You are welcome to record stories using your mobile phone as long as they meet the required quality standards (see below). In order to make the recordings as accessible as possible:

- The sound quality of the recordings should be clear (i.e. the speaker can be clearly heard at a medium volume and there is no background noise)
- You should leave 3 seconds of silence at the start and end of each recording.
- All recordings should be accompanied by transcripts in a word document (the easiest way to do this is to write the story first and read this for the audio recording). If you are supplying recordings in more than one language you will need to provide a transcript for each language.

### **3 Islands we require recordings for**

We have been working with local oral history archives to collect stories for some islands already. The islands we are actively seeking recordings for at present are listed below. Please note, this is subject to change as we procure recordings and it is therefore important that you follow the submissions process laid out below before making recordings, to avoid unnecessary work on your behalf.

Arran	Egilsay	Kerrera	Sanday (Orkney)
Baleshare	Eigg	Lewis	Sanday (Small Isles)
Barra	Eriskay	Lismore	Scalpay
Benbecula	Flodaigh, Benbecula	Luing	Seil
Berneray	Gigha	Muck	Shapinsay
Bute	Graemsay	Mull	Skye
Canna	Great Bernera	North Ronaldsay	South Uist
Coll	Grimsay	North Uist	Stronsay
Colonsay	Grimsay, SE Benbecula	Oronsay	Tiree
Cumbræ	Harris	Papa Westray	Ulva
Easdale	Iona	Raasay	Vatersay
East Burra	Islay	Rousay	Westray
Eday	Jura	Rum	Wyre

### **4 Submission process**

We are currently looking for recordings for specific islands. To avoid you unnecessarily recording stories, you should email [passport@hitrans.org.uk](mailto:passport@hitrans.org.uk) with the following information. We will use this information to select people to make recordings for each of the islands we need. If you are not selected for this round of recordings we may contact you in the future if we are looking for further recordings. If you do not wish to be contacted for future rounds please inform us when you submit your email.

- Your name;
- Your phone number;
- The island you currently live on;
- The island your proposed story is about;
- Who will be speaking on your recording;
- 1-2 sentences outlining what the story is about and what category it falls into (i.e. folk tale, history, daily life);
- Confirmation of the languages / dialects you intend to supply the stories in;
- Confirmation that you have read and understood the guidance in this document (you will be asked to sign an agreement based on this guidance if you are selected to provide a recording).

### **5 How your recordings will be used**

If you are asked to submit a story as a result of your initial submission we will use the materials you provide within the Scottish Islands Passport project. This includes, but is not limited to, making recordings available on our app and website.

### **6 Fees and credits**

The Scottish Islands Passport Project will pay a one-off fee of £75 per story (including all associated transcripts and recordings) for the right to use the materials you supply within the Scottish Islands Passport project. This fee will be paid on receipt of invoice, once all elements you have agreed to supply have been received and deemed satisfactory in relation to the agreement you will be asked to sign.

Once we have published the stories you are welcome to share them elsewhere on a non-commercial basis, as long as the Scottish Islands passport app is always acknowledged.

You will be paid as a freelancer in line with Highland Council procurement procedures. You will be responsible for paying any tax, National Insurance or any other fees associated with your earnings from this project.

Unless you request not to be credited, you will be credited as a contributing storyteller to the project and alongside each recording where relevant.