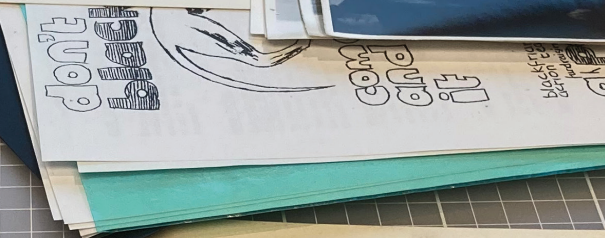
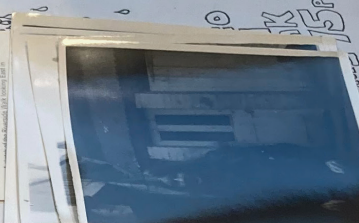
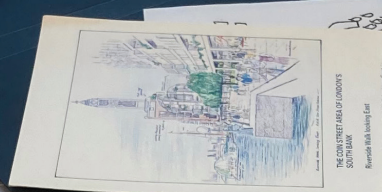
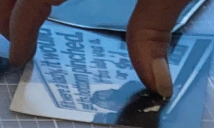
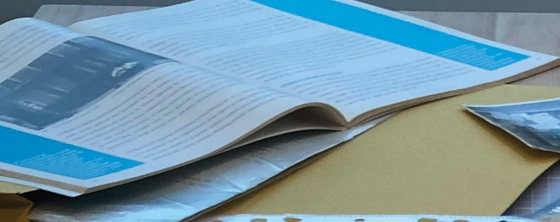


The background image is a composite of two scenes. The top half shows a modern urban development with several tall, dark-colored buildings with balconies and large windows. A construction crane is visible in the background under a cloudy sky. The bottom half shows a person riding a cargo bike on a paved path. The path has white markings and a yellow trash bin. There are trees and a fence in the background.

UCL Urban Room Memory Workshop and Bike Handbook



Blackbirds SE1 in the 1970s
 16 November to 20 December 2021
 9am-9pm
 Monday-Friday
 9am-4pm
 Saturdays
 Barry Hill
 Gallery
 61 West College
 Bridge
 Bristol



criminal justice campaign

Contents

What is the Memory Workshop?	4
The Memory Bike	5
Training, Ethics and Booking	6
Equipment.....	8
FAQ	10

What is the Memory Workshop?

The Memory Workshop is a collecting and digitisation project within the UCL Urban Room. Using the idea of lab-based learning, the workshop records oral histories within London and on campus in our mini-studio.

Student and partner users of the workshop can digitise vinyl records, VHS and cassette tapes as well as edit their own digital materials. This work is part of Urban Room's commitment to supporting impactful student research and developing collaborations with artists, residents and organisations around the Olympic Park where UCL East is located.

Working with the theme of memory, the Memory Workshop focuses on making histories more accessible to the public while contributing to a further understanding the role that memorialisation plays in society today.

Select materials that are digitised and recorded will become part of our Urban Room digital collection, managed by UCL Special Collections.





The Memory Bike



The Memory Bike is a bicycle mounted recording and listening station and digital acoustic archive which supports the documentation and recording of local voices and everyday soundscapes.

Based at UCL East the bike is an extension of the Memory Workshop, a digitisation facility and collaborative archive, housed in the UCL Urban Room at the UCL East campus.

The bike can be taken out to the 4 East London Olympic boroughs to capture local, oral histories, facilitating debate around important questions in urban research.

The Memory Bike has been designed by students and researchers working in The Bartlett, UCL's Faculty of the Built Environment, The School for the Creative and Cultural Industries



So you have a proposal...

What next?

Submit a Project Proposal

Send us your ideas for a project that could benefit from our Memory Bike by submitting a proposal through our **Google form** by **22 March 2024**.

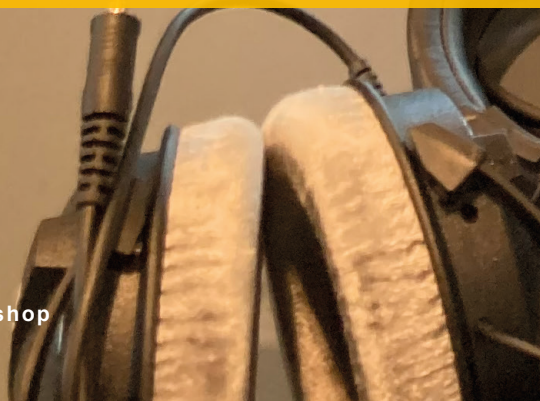


Training Session

You will be invited to take part in a comprehensive training session at UCL East that run regularly during the year.

The session is structured in two parts. In the first half we will cover ethical practice, oral history, memory work and collaboration, from the conceptual to the practical requirements.

The second half of the session will focus on developing interview questions and practice, while familiarising you with the Memory Bike equipment.



Ethical Framework

We are committed to ensuring that voices and stories we collect are treated respectfully and responsibly.

During the training session, we will introduce you to our ethical framework for collaboration and digital collection.



Documentation

As part of the training, you will learn about essential documentation required from participants in your projects and be provided with samples of consent forms and participation agreements which you can tailor for your own projects.

You will also be asked to sign your own documents such as user agreements, insurance forms and ethical clearance waivers.

Booking the Memory Bike

Once training has been completed you will then be able to book the bike out through our user-friendly booking system, which will allow you to book the bike at any point throughout your project.

Equipment

What's included in the kit?

The Memory Bike is equipped with a comprehensive set of oral history recording tools, conveniently packed into our ready-to-go backpacks.

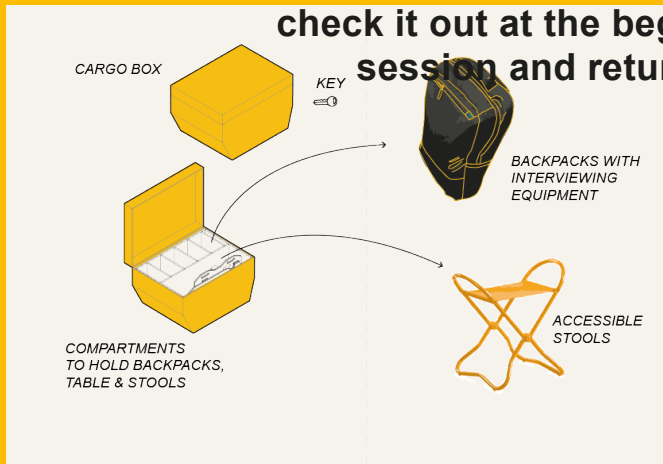


This includes Zoom recorders, SD cards, microphones, headphones, as well as a mobile table and stools to facilitate interviews and oral histories.

Whether you're embarking on a journey of documentation or diving deep into your studies, the memory bike gives you everything you need to do oral history interviews.



To access the equipment, simply check it out at the beginning of your session and return it at the end.



FAQs

Who can use the Memory Bike?

The Memory Bike is available to UCL students, researchers, and external partners or organisations interested in community-based, oral history, and public history projects. For projects external to UCL, be advised that you will need to take out your own insurance to cover the bike and yourselves while using it.

Are cargo bikes difficult to ride?

In short, no they aren't, but there are some differences to traditional bikes, such as the weight and steering, that may take some getting used to. Training will familiarise you with the bike so you can ride confidently.

How can I book the Memory bike?

For booking, please submit your proposals by completing our [Google booking form](#). The deadline for applications is **22 March 2024**. If you have any queries or problems with completing the form, please email scci-enquiries@ucl.ac.uk.

What if I have previous oral histories training?

If you have completed oral history training elsewhere, let us know in your proposal and we can discuss adaptations to the training.

Can I use the Memory Bike outside of UCL's campus?

Yes, the Memory Bike is specifically designed to be taken out into the community. Currently, it can be used to around the four Olympic East London boroughs (Hackney, Newham, Tower Hamlets and Waltham Forest).



Can I use the Memory Bike for personal projects?

The Memory Bike is primarily intended for academic and community-focused projects. If you have a project that aligns with the Memory Bike's purpose, feel free to inquire about its availability.

How do materials recorded on the Memory Bike get archived?

Select materials recorded using the Memory Bike can become part of the Urban Room digital collection so your project's contributions will be accessible in the future. We will discuss this with you in more detail after you apply.

Can I collaborate with others while using the Memory Bike?

Absolutely, collaboration is encouraged. The Memory Bike can be used to work with local artists, residents, and organisations to facilitate debate and discussion around memory, heritage and urbanism.

What budget is available?

Each project can apply for a budget of up to £400. This money can be used to support projects with catering for events, publicity and call outs, to reimburse project participants or to pay for research and project materials.

What kind of support is available during my project?

Support is available to help you with the technical aspects of using the Memory Bike, as well as guidance on ethical considerations and best practices for recording and archiving.



THE BARTLETT



SCHOOL FOR THE CREATIVE
AND CULTURAL INDUSTRIES