

Volunteer Scanning Role

Plymouth City Council

Role title: Scanning Volunteer

Section: Plymouth & West Devon Record Office

Responsible to: Archivist

Purpose of the role:

- Working as part of a small volunteer team, scanning, editing and cataloguing photographic images onto CALM cataloguing software, enabling public access to the Plymouth City Council website

Tasks:

- Undergoing training on use of scanners and CALM cataloguing package
- Identifying and scanning photographs
- Cataloguing photographs on to CALM software
- Attaching images to catalogue descriptions
- Placing photographs in melinex wallets where appropriate
- Numbering and labelling photographs
- Filing and replacing boxes back on trolley
- Any other relevant clerical duties

Benefits:

- Meeting new people
- Learning new skills
- Build confidence
- Experience of working in archives
- Working in a small and friendly team
- Opportunity to participate at events held in the record office and at outside events, as well as social activities

Experience and Knowledge:

- Previous experience is not essential as training will be given
- An interest in local history is desirable
- Willingness to work in a team

Term & Duration: Negotiable, ½ day commitment per week