

Email Contact stephanie_andersson@yahoo.com

Hours

Flexibility to volunteers schedules is first. Whether the volunteer can work 1 hour or more on either Tuesday or Thursday or both days.

Volunteer times:

- 10am – 12pm Tuesday and/or Thursday
- 12pm – 2pm Tuesday and/or Thursday
- 2pm – 4pm Tuesday and/or Thursday

Volunteer jobs

1. **Reproduction:** reproducing high quality copies (on available equipment within the archives) from archival storage records. The reproductions are for the public access section of the Archives & Research Library in our Vertical File collections: Family Histories and Subject Matter Content.
2. **Finding Aid Review:** Compare from a list of Family Surnames to ensure a finding aid for each surname is available in the public reference section of the Archives & Research Library. Assemble all finding aids into an organized binder for researcher access. Additionally, confirm the location on each finding aid to the actual location of the file (cabinet number and drawer number).
3. **Subject Matter Review:** Compare Subject Matter files available for research to a summary of subjects and confirm whether each subject file exists.
4. **Assist Senior Volunteers** with their current projects which includes archival storage inventory and organization as well as job (1) above.
5. **Assisting Archivist** with accessioning items found in collection, editing various archive/research library policies and procedures, reviewing, and editing forms. Help with creating and managing of the archives virtual exhibit that will be available in the City Hall Museum (will require assistance in identifying items considered restricted due to copyright or privacy (i.e., living person's personal information such as date of birth).
6. **Transcriptions:** Must be able to read cursive (volunteer will be working mostly independently)

7. **Newspapers:** Outside of digitized newspaper (awaiting receipt from Appen) there are paper newspapers to search through to clip and reproduce articles for public research access. Reproduce articles on archival paper and file into Vertical File Family and Subject collection files.
8. **Digital File Creation:** Using provided equipment the volunteer will produce digital files (audio and visual) from various media. Additionally, a caption for each file is captured during the process to identify its content.
9. **Library Collection:** Identify and label local from general reference books and organize library book shelves.

Qualifications:

- ability to correspond detailed information to diverse categories
- interest in local history
- interest in associating and summarizing copious amounts of information
- ability to work with images on a screen to ensure proper placement and size before imaging (instructions on “how to” provided by the Archivist in accordance with the Alpharetta & Old Milton County Historical Society Imaging Policy)
- ability to manage documents wearing gloves (latex or cloth gloves supplied by the Archivist)
- knowledge of how to prepare PDF, MSWord, and TIF image files for printing (i.e., Preview before printing and adjust or scale to ensure a quality print out on selected paper size)
- ability to work with others or independently

Must have:

- Basic understanding of copy rights (cheat sheet available)
- ability to file
- diligence