

## **Job Description**

The Donated Certificates Project team is initially working on transcribing records from Donated Certificates to Excel spreadsheets. The database records are then checked twice by two different volunteers to ensure the data has been correctly transcribed, so team members can choose to proof-read the transcriptions of others. Finally the transcripts will be consolidated into one database for members to access on the computers.

The registers contain a wealth of information of use to family researchers. This can include:

- full name of the person
- date of birth, baptism and/or burial
- birthdate, if available
- name and occupation of a parent or guardian, if available
- address
- religion, if available

The job requires:

- attention to detail and accuracy – following the instructions for data entry; information must be typed as it is written on the certificate, even though there may be spelling mistakes in the original
- collaboration - if you or other transcribers are having trouble reading a certificate, check with each other for opinions
- patience and persistence – many certificates can be hard to read due to condition of the certificate and standard of the hand writing

In line with the Society's Work Health and Safety policy, Donated Certificates Project team volunteers need to:

- ensure that the project room and its equipment are used safely
- care for personal wellbeing – ask for help if it is needed to move microfiche readers, have breaks to maintain alertness, give your eyes a rest from screens and move to prevent stiff muscles
- in the event of any emergency, follow the instructions of the person in charge and assist other users or project volunteers to evacuate if told to do so.