

Schools Project Volunteer

Job Description

The Schools Project team is initially working on transcribing records from South Australian School registers (on microfiche held at SAGHS) to Excel spreadsheets. This will eventually be extended to School Admissions registers still being held at individual Schools. 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. 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, or sometimes the name by which a child was commonly called
- date of admission and leaving
- birthdate
- name and occupation of a parent or guardian
- address
- the last and next school
- religion

The job requires:

- attention to detail and accuracy – following the instructions for data entry; information must be typed as it is written in the register, even though there may be spelling mistakes in the original
- collaboration - if you or other transcribers are having trouble reading an entry, check with each other for opinions
- patience and persistence – many schools were open for long periods of time so it can take a lengthy time to complete the task. Very small schools can take a few weeks to finish while large schools can take a year or more.

In line with the Society's Work Health and Safety policy, School 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 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.