

Working Bee Volunteer

Job Description

The SAGHS Research and Development Committee conducts regular Working Bees within the Society Library on Sundays.

During the Working Bee days, volunteers transcribe records from various small projects to Excel spreadsheets, data check transcribed data from all SAGHS Projects (both 1st, 2nd and, if required, 3rd checks) and correct checked data of all SAGHS Projects after the 1st/2nd/3rd checks. This is all prior to the final transcripts being returned to the Project Team Leaders for preparation to being consolidated into one database for members to access on the computers.

The records transcribed, checked and corrected 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, if available
- name and occupation of a parent or guardian, if available
- address
- religion, if available
- any other relevant information considered important for the researcher

The job requires:

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

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 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.