

## Norfolk Record Office - Volunteer Role

Title	<b>Norwich Building Control Plans Indexing Project</b>
Location	Norfolk Record Office (NRO) at The Archive Centre
Time	At least three hours each week
Purpose	To extract information from Norwich building control plans, c. 1894-c. 1945, in order to enhance the NRO's catalogue descriptions and facilitate public access to the plans.
Length of volunteering opportunity	Indefinite
Duties	<ul style="list-style-type: none"> <li>• To order original plans and supporting papers to view in the NRO's public searchroom</li> <li>• To enter information relating to each plan on to an Excel spreadsheet.</li> <li>• To label plan envelopes with catalogue reference numbers.</li> </ul>
Skills /experience/ personal qualities	<ul style="list-style-type: none"> <li>• An aptitude for accuracy and ability to work in a methodical way</li> <li>• Ability to work independently</li> <li>• An ability to read late-nineteenth and early 20th-century handwriting</li> </ul>
Training we will provide	<ul style="list-style-type: none"> <li>• Document handling</li> <li>• How to order documents in the NRO public searchroom.</li> <li>• How to open and complete the project spreadsheet.</li> <li>• Advice on how to use Display Screen Equipment</li> </ul>
Health and Safety within the role	Volunteers should follow the advice given in the Display Screen Equipment training. No other risks have been identified within this volunteer role. However, your supervisor will tell you about basic health and safety awareness during your induction.
NRO supervisor	Jenny Watts/Belinda Kilduff
Review date	A review will take place after 4 sessions
Additional information	Volunteers contributing to this project will need an NRO readers' ticket. The NRO may have laptops available for volunteers to use, or volunteers may use their own laptops.