

## Norfolk Record Office Volunteer Role

<b>Title</b>	<b>Transcription Volunteer</b>
<b>Location</b>	King's Lynn Borough Archives (KLBA)
<b>Time</b>	Flexible
<b>Purpose</b>	To transcribe digitised or original documents from the King's Lynn Borough Archives, using the Zooniverse transcription site, making the information within the documents more accessible.
<b>Length of volunteering opportunity</b>	Ongoing
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Reading through randomly selected document pages and typing out what you see.</li> </ul>
<b>Skills /experience/ personal qualities</b>	<ul style="list-style-type: none"> <li>• Competent IT skills</li> <li>• Ability (or willingness to learn) to read 18<sup>th</sup> and 19<sup>th</sup> century handwriting</li> <li>• An aptitude to record information accurately, showing attention to detail</li> <li>• Ability to work independently</li> </ul>
<b>Training we will provide</b>	<ul style="list-style-type: none"> <li>• Introduction to the King's Lynn Borough Archives</li> <li>• Basics of transcription</li> <li>• Basic palaeography</li> <li>• An introduction to the specific task will be provided by the supervising member of staff</li> <li>• Advice on how to use Display Screen Equipment</li> </ul>
<b>Health and Safety within the role</b>	Volunteers should follow the advice given in the Display Screen Equipment training. No significant risks have been identified within this volunteer role. However, your supervisor will tell you about basic health and safety awareness during your induction. They will make you aware of any health and safety responsibilities within the building in which you will be volunteering.
<b>NRO Supervisor</b>	Luke Shackell
<b>Additional information</b>	<p>This task is mainly meant to be done remotely but can also be done within KLBA.</p> <p>We recommend using Google Chrome when transcribing on Zooniverse.</p>