

Norfolk Record Office Volunteer Role: Indexing Registers of Norwich Prisoners

Location

At home (remote volunteering project).

Time commitment

At least three hours each week.

Purpose

To extract names, dates, places and other information from the prison registers, to enhance the NRO's catalogue and improve access to this valuable source for family and local history.

The indexes produced by this project will be made available on the NRO's catalogue. They may also be provided to subscription family history websites, such as Find my Past and Ancestry.

Length of volunteering opportunity

This project is expected to last for at least six months.

Duties:

- To extract information from digital images of the registers of prisoners and to enter details in a spreadsheet.
- To check completed spreadsheets of other volunteers (if required).

Skills/experience/personal qualities:

- Ability to use a basic spreadsheet (Microsoft Excel)
- Ability or willingness to learn how to read nineteenth and twentieth century handwriting
- An aptitude for accuracy
- Ability to work independently.

Training we provide:

- Introduction to indexing the prison registers
- How to open and complete the data entry spreadsheets and digital images on the NRO Volunteers SharePoint site.

Health and safety within the role

Volunteers should take regular breaks from data inputting and follow general health and safety advice on working at computers.

NRO supervisor

Jenny Watts.

Review date

A review will take place after 4 sessions.

Additional information

Volunteers will need a laptop or tablet and an internet connection. Access to a second display screen is also helpful, as it avoids having to flick between the spreadsheet and digital images on one screen.

Access to the spreadsheets and digital images is via the NRO's Volunteers SharePoint website, which uses two-step verification. Volunteers need to receive verification codes sent by both email and text each time they access SharePoint.