

Norfolk Record Office Volunteer Role:

King's Lynn Building Control Plans

Location

King's Lynn Borough Archives.

Time commitment

Three hours a week or every other week.

Purpose

To extract information from King's Lynn building control plans 1883-c1959, to enhance the Norfolk Record Office's catalogue descriptions and facilitate public access to the plans.

Length of volunteering opportunity

Until project completion.

Duties:

- Order original plans and supporting papers in the public searchroom.
- Enter relevant information relating to each building control plan into an Excel spreadsheet.

Skills/experience/personal qualities:

- Ability to use a basic spreadsheet (Microsoft Excel).
- Ability to work independently, accurately, and in a methodical way.
- Ability to read (or willingness to learn) 20th century handwriting

Training we provide:

- Introduction to the searchroom and document handling.
- How complete the project spreadsheet.
- Advice on how to use Display Screen Equipment.

Health and safety within the role

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.

NRO supervisors

Luke Shackell

Review date

A review will take place after 4 sessions.

Additional information

- Two named referees will be required when applying for this volunteer role.
- You will also need to obtain an Archives Card (register online at www.archivescard.com/).
- Volunteers are encouraged to use their own laptop, but the Borough Archives may have a laptop available for you to use.