



**Caldwell Nurseries Project - Ledger transcription**

**Volunteer Role Description**

<b>Role title</b>	Caldwell's Nurseries Project - Ledger Volunteer
<b>Role summary</b>	For volunteers to transcribe entries from the nurseries business ledgers into a bespoke database.
<b>Principal tasks involved in the role</b>	<ul style="list-style-type: none"> <li>• Learn how to access the database and transcribe entries into it</li> <li>• Undertake transcription for checking by others</li> <li>• Attend training and follow up meetings</li> </ul>
<b>Useful skills for undertaking the role</b>	<ul style="list-style-type: none"> <li>• An interest in history</li> <li>• Ability to use a computer with internet access</li> <li>• Ability to plan and work independently</li> </ul>
<b>Desirable but not essential skills</b>	<ul style="list-style-type: none"> <li>• Some knowledge and interest in plants, gardens and the nursery trade</li> </ul>
<b>What the role will actually involve</b>	<ul style="list-style-type: none"> <li>• Organising time to undertake volunteer activities</li> <li>• Attendance at a database training session</li> <li>• Undertake a minimum of 20 pages of transcription into the database</li> <li>• Liaise with the project coordinator as required</li> <li>• Attend interim and final feedback meetings</li> </ul>
<b>Duration of the project</b>	It is envisaged that transcription of the first business ledger will be completed by December 2012.
<b>Contact details and support provided</b>	<p>..... is the project coordinator for the ledger transcription.            Contact:email.....            Tel: .....</p> <p>She/ He will be the first point of contact:</p> <ul style="list-style-type: none"> <li>• For any queries</li> <li>• Arrange training and follow up meetings</li> <li>• Liaise with volunteers checking the entries</li> </ul>