

State Archives of North Carolina On-Going Volunteer Projects

Project Title: County Estate Indexing

Unit: Public Services Unit

Estimated # of hours/wk: Flexible, Project will likely last years

Brief project summary: To create an index of county estates by folder name that can eventually be used to create a searchable index on our website.

Breakdown of Project:

- The volunteer would be assigned a county and go box by box, inputting folder names in a spreadsheet.
- Work would take place in the Search Room, with a cart of materials that would be brought out by reference staff.
- After the county indexing is complete, a staff member would be assigned to review the work and add it to the central database kept in the L:Drive.

Education level preference: Any

Location: In Person, Search Room

Materials Needed: Laptop, access to Excel or Word (can be brought by volunteer)

Project Title: Map Re-Foldering

Unit: Public Services Unit

Estimated # of hours/wk: Flexible, Project will likely only take a few days

Brief project summary: To re-folder photostat maps into the map collection in the Search Room and identify any copies.

Breakdown of Project:

- The volunteer would be completing a project previously worked on by a former intern and former volunteers, where photostat maps were removed from their original folders to identify unnecessary copies. The maps have been organized into groups and are ready for the next step of the project.
- The volunteer would work group by group, returning the photostat maps back to their correct folders, except for any copies. In the event of finding copies, the volunteer would keep them in a separate folder outside of the map collection for further review by reference staff.
- Work would take place in the Search Room, with reference staff assisting in pulling folders.

Education level preference: Any

Location: In Person, Search Room

Materials Needed: None

Project Title: Marriage Bond Transcription

Unit: Records Description Unit

Estimated # of hours/wk: Flexible, Project will likely last a while

Brief project summary: Transcribe marriage bond microfiche to create a machine readable and searchable index of marriage bonds.

Breakdown of Project:

Transcribe marriage bonds microfiche into an Excel spreadsheet. Transcription of one marriage bond is expected to take 40 hours.

- Quality assurance of transcribed marriage bond sets to ensure accuracy. This is a less intensive time commitment, as you only need to read ten percent of the marriage bonds microfiche and make edits as you go.

Education level preference: Any

Location: Remote

Materials Needed: Computer, access to Excel

Project Title: Metadata Creation

Unit: Oral History Unit

Estimated # of Hours/Wk: Variable, depending on the interview length

Brief Project Summary: The volunteer will listen to oral histories from the Archives collection while filling out a metadata worksheet.

Breakdown of Project:

- Listen to an interview from one of the State Archives' 15 Oral History Collections, assigned by the oral historian or the assistant oral historian
- Follow the metadata worksheet creation section of the transcription guide to write metadata for the interview
 - Including summarizing the interview, filling out details like interviewee name, date of interview, and more
- Submit completed metadata worksheet to the oral historian and assistant oral historian for inclusion in the collection

Education Level Preference: Some undergraduate work, more preferred

Location: Remote

Materials Needed: Computer, Microsoft Word (or equivalent)