



Ecclesfield Civil Parish Past & Present Archiving Project



Volunteering Opportunities

There is a range of opportunities available for volunteers to get involved with the Civil Parish Archiving Project. The main opportunities are outlined below and training and support are available to carry them out. The time commitments for each of the opportunities are flexible and can range from a few hours for a single event to regular on-going support across the project's lifetime. The volunteering work may take place at various venues, be across the week and include weekends / evenings. An initial open morning will take place on 25th June 10.30am to 12noon for prospective volunteers to find out more about the project and the opportunities that are available.

Cataloguing & Recording Archive Material

There are boxes and folders of archive material within the Parish Council, at Thorncliffe Park and with other local groups and organisations. Much of this needs to be looked at and catalogued so that we know what resource we have to be included in the archive.

This is an important stage in making sure that each item which is included in the archive is clearly labelled and referenced so that searching for and retrieving the item later is straightforward and easy. Guidance notes and recording forms have already been produced and training will be given on how to record and check the information. This is linked to the scanning and digitising of the archive material but can be carried out separately. It will involve both handwritten paper-based recording and computer-based work.

Timetable: July 2015 to end of project.

Scanning & Digitising Archive Material

There are boxes and folders of archive material within the Parish Council, at Thorncliffe Park and with other local groups and organisations in different sizes and formats. The majority of this material is not digitised (converted to an electronic format for storage) but needs to be if the resource is to be included in the archive.

This is a central stage towards including material in the on-line archive. Guidance notes on formatting and labelling the material have been produced and training will be given on how to use the equipment at the Parish Council offices. If volunteers have their own equipment it may be possible for them to use that once they have received training and guidance on the scanning resolutions needed. This is linked to the scanning and digitising of the archive material but can be carried out separately. It will be computer-based work.

Timetable: July 2015 to end of project.

Archive Website Testing & Support

The production of an archive website is a key part of the HLF funded project. The website is being built and the basic structure is in place. It will be developed and added to through the life of the project but is not 'live' i.e. publically visible on the internet at the moment. The website will enable anyone with internet access to view and search for local history material relating to the Ecclesfield Civil Parish area. The search facility and how people can use the website needs to be tested beforehand. This is to make sure that searches give the list of material that is expected and that it can be used easily and simply on different screens and platforms. Volunteers will be asked to test using the website with lists of searches and to make notes on how easy / difficult it is to operate. This will be computer/ digital media based work and may only take a few hours.

Timetable: August 2015 to April 2016.

Reminiscence and Oral History Work

Another element of the HLF project is to record memories of the area either orally or in written form. The work needed covers all stages of gathering, recording and presenting new reminiscences as well as cataloguing and, in some cases, digitising old taped material.

There are opportunities to be involved in different stages of the work: identifying people to talk to, interviewing them, transcribing the oral recordings, typing up hand-written memories, editing the transcripts & recordings and preparing the material to be uploaded. Formal oral history training sessions are planned, the first on 18th July, which will go through the whole process. However, help will also be needed for specific parts of the work particularly in transcription. Further training and support will be available for people to be involved in specific parts of the work. Due to the training and transcription elements, people need to be aware that there is a large time commitment for this aspect of the work. It will be a mixture of technical and computer-based work

Timetable: July 2015 to August 2016.

Helping at Events

One of the project co-ordinator's roles is to promote and publicise the project and to run small-scale meetings and events or take part in larger community events. The events need to cover as wide an area across the civil parish as possible and attract a wide variety of people (ages etc.)

A rolling programme of events is being planned. Volunteers are needed to help at events to assist the project co-ordinator. The work includes assisting with setting up and tidying away; helping with the reception desk – signing people in and directing them to what is on offer; handing out publicity and looking after displays; helping with refreshments etc. It is non-technical and can involve a single event, single aspect of event management or be done on a more regular basis and be combined with some of the other roles. The project co-ordinator will discuss the precise requirements and interests with any prospective volunteers. It will include evenings and weekends.

Timetable: July 2015 to September 2016.

Sourcing & Contributing New Material

The existing known resource of archive material within the Parish Council, at Thorncliffe Park and with other local groups and organisations is already considerable. However, the archive needs to be continually updated and refreshed with present day material. We also need to be aware of any new archive material which may come to light which has not previously been recorded. This aspect of the project will need to be balanced with digitising existing non-digitised material but is important to give a record for the future.

There are two ways to be involved here. Firstly, if volunteers already have collections of present day material then this can be prepared to go into the archive (cataloguing etc.) and uploaded to the website. On the other hand, there are opportunities for volunteers to actively go out and record changes as they take place, for example, with new development or demolition, or record events and activities happening in their local area. Volunteers will need to work with the project co-ordinator who will keep a central list of what recording is taking place to avoid duplication and will set out requirements in terms of resolution quality. Volunteers should be prepared to donate their material to the archive for future use.

Timetable: July 2015 to September 2016.

Please contact the Project Co-ordinator: Christine Handley

At the Council Offices, Mortomley Lane, High Green, Sheffield S35 3HS

Telephone: 0114 2845095; Email: christine.handley@ecclesfield-pc.gov.uk

Project Blog: www.archiveproject.ecclesfield-pc.gov.uk