

## Appendix 2 - Volunteer activity at Teesside Archives, July – September 2011

### Volunteer Coordinator – Joan Heggie

#### 1. Transfer of BSAP Volunteers to Friends

Nothing further to report at this time.

#### 2. Introductory Training

There are three dates for induction training October 17-21 (10 people booked so far). Two more sessions will be offered in March.

#### 3. Documentation

Volunteer files are being updated regularly as appropriate.

#### 4. Organisation of Volunteers

Volunteers are now working successfully in the following areas:

- Digitisation
- Collection Care
- Stock Management
- Transcription
- Cataloguing/box listing
- Search Room Support
- Indexing
- Small Research Projects
- Event Support

#### 5. Value of Volunteer Time

Previous logs have been checked and amended as necessary to record volunteer time. Adjustments have been made to record the time from May to April. Timesheets from May – August 2011 show a total of 1182.50 hours have been recorded.

#### 6. Projects

The following list gives the priorities in each area as given by Teesside Archives and progress to date.

- **Collection Care**  
Location Index combined with identification of unlisted collections has been completed. This is now being transferred into a spread sheet.  
Redcar Collection is complete.  
Amateur Dramatic Collection – ongoing.
- **Cataloguing (Databases/Box Lists)**  
Punch Robson (Solicitors) Title Deeds (101 bundles completed to end September 2011)

- **Cataloguing (CALM system)**  
 Parish Registers– adding enhanced entries into CALM – ongoing  
 Court and Workhouse Records - Completed  
 U/S Collections (miscellaneous small deposits or single items) over 2,500 added to the database and the backlog of unlisted items will be complete soon.  
 Mail merge of existing BSC databases/images into online catalogue – ongoing
  
- **Research Projects**  
 Updating of Educational Packs  
 Subjects identified to assist with upcoming fairs/open days etc.  
 Source leaflet for each Borough – Hartlepool almost complete
  
- **Transcription**  
 Notes on American Tour [Cat. Ref. BS.BB.8.1.1] – 67 pages issued for transcription – 55 pages returned so far.  
 Pease & Partners – Memorial and Record European War 1914-1918 – next in line.
  
- **Indexing**  
 Hartlepool Shipping Register No. 2 - Indexing completed.  
 Hartlepool Shipping Register No. 3 – Indexing starting soon.
  
- **Digitisation**  
 Hartlepool Shipping Register No. 3 – Photoshop of images to be completed.  
 Linthorpe Cemetery Registers volumes 1-14 now complete.  
 BSC photographs – continuing to process existing images through Photoshop.  
 Sotheran Collection (photographs) next on list as they cover all areas.

## **7. Equipment**

Backup Hard Drives have been investigated.