

SPECIFIC PROJECTS



For the Project tasks below, you will need to be proficient in standard computer procedures. Specific training and support in the use of our Museum software and scanner will be provided.

1. Cataloguing of Museum 'objects' [2-3 volunteers per session]

- Regular 2-hr weekly morning or afternoon session
- Register your email address for Doodle Poll – you pick which dates you could cover – we draw up rota
- The process of recording Museum objects on the computer's searchable database
- Would suite anyone comfortable with using a computer

2. Oral History [1 or 2 volunteers to work with interviewers with on location interviews, at times tbc]

- To manage the recording process for Reminiscence Recordings
- Attend the interviews with residents, normally in their homes, record the interviews
- Periodically bring the recorder to the Museum to transfer the audio files to host computer

3. Resources for Schools [several volunteers]

- We would like a number of people with interest and experience in education of school age pupils.
- Help needed to host school visits in Radlett to help children learn about local history
- Prepare and adapt local history resources to suit the relevant curriculum and year age of learners

4. Scanning Newspaper Cuttings [2 volunteers]

- For museum use, we need digital, searchable copies of old newspaper cuttings
- Process: scan page of cuttings, electronically divide, name and save the cuttings
- Whole process can be managed in Adobe Acrobat, for which full training is offered

5. Scanning Photograph Albums [2 volunteers]

- For museum use, we need a digital, album of all our archive photographs
- The task involves scanning album pages individually, adding any written annotations
- Whole process can be managed in Adobe Acrobat, for which full training will be offered