British Data Blitz Project: Volunteer Role Description

|  |  |
| --- | --- |
| **Role Title** | **Herbarium Digitisation Volunteer** |
| **What does the role involve?** | * Pulling specimens from the physical collection * Databasing specimen collection data in our collections management database * Imaging specimens for our online herbarium catalogue * Laying away digitised specimens |
| **What qualities and experience should volunteers have for this role?** | * Ability to handle delicate objects with due care and attention (essential). * A methodical approach to tasks (essential). * Problem solving skills utilising all available resources (essential). * Ability to work independently and as part of a team (essential). * Confident in computer use (essential) * Competent in the use of:   + - Internet browsers (essential)     - Data entry (desirable) * Ability to pick up the skills required to use new software quickly (desirable) |
| **Benefits to Volunteer** | * Learn how a research collection is organised and curated * Learning to recognise and decipher different handwriting styles * By creating an accessible digital resource for use by researchers worldwide you will be helping RBGE fulfil its mission to ‘protect, explore and explain’ plants. * Behind the scenes tours and talks |
| **What commitment is preferred?** | 5th – 15th August 2019, Mon-Thursday 9:30am -3:30pm |
| **Supervision/Support person(s)** | Sally King (Volunteer Coordinator), Elspeth Haston & Robyn Drinkwater |
| **Support and Training** | Training will be provided in curation and digitisation practises and a supervisor will be present to support volunteers throughout the project. |
| **Expectations of RBGE Volunteers** | Volunteers are expected to conform to the RBGE Volunteer’s Code of Conduct – available in full on the volunteer agreement form. |
| **Location of Volunteering** | Volunteering will take place in the Herbarium at:  Royal Botanic Garden Edinburgh, 20A Inverleith Row, Edinburgh, EH3 5LR. |
| **Any Questions?** | Please contact: s.king@rbge.org.uk |