

British Data Blitz Project: Volunteer Role Description

Role Title	Herbarium Digitisation Volunteer
What does the role involve?	<ul style="list-style-type: none"> • 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?	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ▪ Internet browsers (essential) ▪ Data entry (desirable) • Ability to pick up the skills required to use new software quickly (desirable)
Benefits to Volunteer	<ul style="list-style-type: none"> • 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?	5 th – 15 th 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