



Volunteer Description and Agreement

Importance of Position:

Assist the Center for Oral History in transcribing and processing new and existing oral history collections.

Qualifications:

- Commitment to the mission of the Center for Oral History
- Good communication and writing skills
- Good organizational and technology skills
- Ability to work independently and with others
- Ability to take direction

Responsibilities:

- Transcribing and processing oral history interviews
- Other responsibilities based on the Center for Oral History needs

Benefits of Volunteering:

- Increase knowledge of and experience in oral history collection and management
- Opportunity to enhance one’s own organizational and writing skills
- Opportunity to meet and speak with professional archivists and librarians

Grounds for Termination:

- Failure to carry out responsibilities, such as excessive absenteeism
- Breach of confidentiality or privacy laws
- Damage to collections, university property, or property of other persons in the library

Time and Length of Commitment:

Approximately 8 hours per week

Volunteer:

Name: _____

Email: _____

Signature: _____

Date: _____

Supervisor:

Name: _____

Email: _____

Signature: _____

Date: _____