

VOLUNTEER JOB DESCRIPTION

Scanner of Historic Photographs, Documents and Ephemera

DUTIES AND RESPONSIBILITIES:

- Scans photographs, documents and ephemera
- Records measurements of photographs, documents and ephemera
- Handles fragile/brittle items without damaging them
- Cleans photographs

JOB REQUIREMENTS

- Must be dependable
- Must be neat, accurate and detail-oriented
- Must be proficient in Excel
- Must have experience using a scanner
- Must be able to tolerate dust, mold, etc. that may have accumulated on collections
- Must be able to work in Moncks Corner
- Must complete Volunteer Application

TIME REQUIREMENTS

- Must commit to a minimum of two hours per week for 6 months or longer
- Must be able to volunteer on weekdays between 11:00 a.m. through 6:00 p.m.

TRAINING REQUIREMENTS

- Material and Photograph scanning procedures
- Formatting information in Excel

RESPONSIBLE TO:

Ramona Grimsley Contact: ramona.grimsley@berkeleycountysc.gov
Digitization Librarian

100 Library Street Moncks Corner, SC
worksite