

Call for Volunteers!

The Greene County Records Center & Archives is currently seeking volunteers to assist with projects to facilitate the implementation of two new systems, ArchivesSpace and Preservica. ArchivesSpace is an open source information management system specifically designed for archives. Preservica is an active digital preservation system that provides preservation and access to long-term digital information and records. By implementing these systems, we are working to increase access to our public records.

Projects

Digital projects:

- Configure and upload digital images to Preservica
- Create metadata for digital content on Preservica
- Work with staff to perform cleanup of migrated content from home-grown system to ArchivesSpace
- Add metadata to resource records in ArchivesSpace
- Add subject headings and tags to YouTube

Non-digital projects:

- Add date ranges to Probate folders to be added to ArchivesSpace
- Create short biographies for the Elected Officials search
- Create short descriptions for all county offices
- Assist with calculating dimensions of various oversized records, including blueprints, maps, drawings, as well as artifacts

Experience/Skills

- Gain familiarity with various metadata schemas, including Describing Archives: A Content Standard (DACS), Dublin Core Metadata Initiative (DCMI)
- Become familiar with Open Archival Information System (OAIS) Reference Model standard
- Opportunity to utilize two archival tools for data management and preservation
- Opportunity to work with diverse set of materials, including local government records

Recommended Skills

To become a volunteer, there are no required skills. However, the below listed skills/experience may be beneficial when completing the projects.

- Basic computer skills, with a familiarity of using browsers such as Google Chrome
- Knowledge of Microsoft Office (Word, Excel)
- Basic knowledge of the function of an archive, or a willingness to learn

To Apply

To apply to become a volunteer with the Greene County Archives, please complete our application and return to the Public Outreach Coordinator, Melissa Dalton (melissa.dalton@greencountyohio.gov).

Applications also may be mailed to 535 Ledbetter Road, Xenia, OH 45385 or hand delivered during our normal business hours, Monday – Friday, 9AM to 4:30PM.