Role Title
Archive Online Cataloguer

Overview of role:
The Students Association archive comprises several thousand photographs taken over its 45 year history. Most of these have been digitised and some catalogued during the Archive project earlier in the year. Several hundred still need to be catalogued with the OU Archive database before our archive can be handed over for them to curate in the Betty Boothroyd Library archive.

As an Archive Online Cataloguer you’ll be sent a batch of 20 digitised photographs via a shared folder to catalogue into the database. Many of the fields are simple to fill in and may be repetitive, i.e. ‘black and white photograph’ or ‘Conference 1981’ but the most important fields include you giving a title to a particular photograph and then giving a description that would be useful in finding and researching that photograph.

This is an online role, you can complete from home and you may do as many batches as you wish.

We are unable to cover travel expenses but if you do live close to Milton Keynes and would like to carry out this role at the Association offices, you would be very welcome. If volunteering for the whole day, we will happily provide lunch.

Essential for role:
You must be a member of the OU Students Association and be computer literate, with experience of sharing documents in the cloud and using Excel.

Supported by:
You will be supported by the Student Volunteering team, working directly with Nicola Powell, Student Volunteering Officer.

You will be able to talk to the volunteer team at any point during your time as a volunteer, whether you want to find out more about other roles, find ways to get more involved or to write an article for our newsletter or website!

Desired skills:
- Some experience of Excel spreadsheets
- Experience or willingness to learn cloud-based working
- Capacity to work independently and as part of a team
- Attention to detail, including spelling checking
- Capacity to explain to someone who has never seen a particular photograph what that photograph is all about in an appropriate number of words
• Keenness to do a little online research if necessary.

What the OU Students Association expects from you in this role:
• Act in the interests of the wider community of OU Students Association members, showing appropriate respect and consideration when communicating with fellow students and others, both online and face to face.
• Act with moral integrity and honesty, and in an ethical and honourable manner.
• Act in an open and responsible manner and be prepared to be accountable for your actions.
• Conduct yourself with objectivity, and in a calm and professional manner, not allowing yourself to be influenced by personal prejudices.
• Respect confidentiality in any information which has been imparted to you in confidence, recognising the importance of this. If this information relates to a safeguarding matter, it is important that you do not keep it to yourself. Speak to a member of the Volunteering team should you have concerns.
• When appropriate to your role, engage with students wherever possible, e.g. forums, social media and face to face, to gain an insight into your fellow students’ experiences. It is important that volunteers reflect our values by helping to create a sense of community and support wherever possible.
• Share our commitment to equality, diversity and inclusion.
• Discriminatory behaviour, harassment or online abuse directed towards others will not be tolerated.
• All volunteers are expected to follow the Volunteer Agreement given to them upon taking on a role with the Association.

What you can expect from the OU Students Association:
• Support from the Volunteer team and Association staff team throughout your time with us.
• We will endeavour to ensure that all roles are of real benefit to the student community and will make a difference to all those you engage with.
• Your volunteering will be appreciated and recognised for the value it brings.
• You will be kept informed of any training or accreditation opportunities offered by the Association, either by a dedicated monthly e-newsletter or via the volunteering section of the website.
• We aim to give you all the necessary information and training that you require to complete your role. If you feel you need additional support in your role please let us know and we will be happy to help.
• You will be volunteering for a non-discriminatory organisation that strives for equality and celebrates difference.
• You do not have to carry out any tasks you deem to be inappropriate or unrealistic, please speak to a staff member if this is the case.
• You are free to stop volunteering at any time. We simply ask that you let us know so that we can tell the appropriate people, we are happy for you to return to volunteering should your circumstances change.
• We will give you any information related to your role in a timely manner.