

Adult & Teen Dept. Data Entry Newspaper Index Task Description

Task	Data entry for index of old newspapers
When does the task have to be done?	Ongoing/after it's indexed
What day and time?	Any time the library is open
How often does it need to be done?	Minimum of 2 hours per month
Where does it need to be done?	Main Library
Approximately how much time is involved?	Minimum of 2 hours each time
What skills are required?	Typing, familiarity with ACCESS
Personality traits needed?	Likes working alone
How many people are needed?	One person
Who will train, supervise and evaluate the volunteer?	Tammy Keith/Tonya McClain
Comments	This job is dependant on the indexer completing work first

Detailed description of task:

Enter indexed newspaper information into the database.

1. Double click on "Newspaper Index" icon located on computer desktop.
2. Enter each subject heading, article title, newspaper, date and page number exactly as written.