

Adult & Teen Dept. Indexing Old Newspapers Task Description

Task	Index old newspapers from microfilm
When does the task have to be done?	Ongoing
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?	Indexing, writing
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	

Detailed description of task:

Index articles from the Kokomo Tribune, Kokomo Perspective and Kokomo Herald newspapers.

1. Every issue of the Kokomo Tribune, Kokomo Perspective and Kokomo Herald newspapers is searched for “local interest” articles. These include articles about people, events, and incidents in Howard County and the surrounding area. (The surrounding area includes those cities and counties bordering Howard County). “People” may include past and present residents, or people who have a connection to a local family or business. Events and incidents are generally fires, traffic accidents, major sporting accomplishments, etc.
2. Due to their importance to the local community, national articles about DaimlerChrysler, Delphi Delco, and General Motors are all indexed.
3. Vital statistics, editorials, columns, “in the military”, and insignificant police reports are not indexed.
4. Assign subject heading(s) based upon standards provided. Subject Headings that are assigned should be Library of Congress subject headings. Exceptions to this would be proper names and names of events, businesses, addresses, etc. The books containing the Library of Congress subject headings are located beside the AYASD reference desk.
5. Name of newspaper, date, page, article title, and subject headings are recorded and given to the person who keys the information into the database.