

Genealogy and Local History Department

Obituary Books Volunteer

Task Description

Task	Compile obituaries into book form
When does the task have to be done?	On-going
What day and time?	Anytime the library is open
How often does it need to be done?	Minimum of 2 hours per week
Where does it need to be done?	Genealogy and Local History Dept., Main Library
Approximately how much time is involved?	1-2 hours each time
What skills are required?	Operation of microfilm reader/printer
Personality traits needed?	Likes working with hands, and does not need to socialize
How many people are needed?	Several volunteers are needed but each will work alone.
Who will train, supervise and evaluate the volunteer?	Debra Beheler
Equipment used	Microfilm reader/printer & copy machine
Comments	

Detailed description of task:

- Photocopy obituaries from the microfilm
- Cut obituaries apart
- Divide by month
- Alphabetize obituaries
- Tape to sheets of paper
- Make copies of these sheets using the copy machine
- Label these pages with the month and year