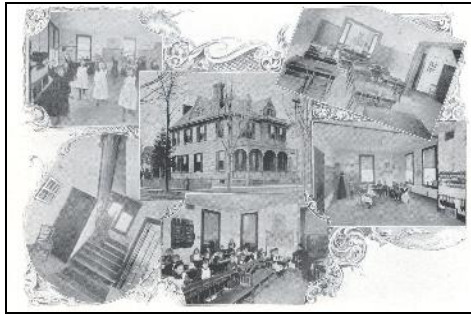


You and Local History



**Perfect
Together!**



**Visit the
Local History Room
of the
Plainfield Public Library NJ**

800 Park Avenue
Plainfield NJ 07060
908-757-1111 ext. 136

E-mail: localhistory@plfdpl.info

Website: www.plfdpl.info

**Joseph Hugh Da Rold
Library Director**

**Mary Ellen Rogan
Assistant Director**

Volunteer Opportunities



**in
Local
History**

**Consider donating
your time to the
Plainfield Public Library**

What Issues Should I Consider?

- What is my availability? Weekdays? Weekends? Day or evening?
- Am I looking for a short- or a long-term project?
- Do I have any special talents or abilities?
 - Bi-lingual
 - Library skills
 - Proof-checking
 - Technical proficiency
 - Typing skills
- Do I have any physical limitations?

What Types of Volunteer Opportunities are Available

- ▶ **Photographs** – Help identify people and places in our historical photographs
- ▶ **Indexing** – Indexing of Plainfield reference materials
- ▶ **Writing Transcription** – Transcription of historical manuscripts, ledgers, and record books
- ▶ **Audio Transcription** – Transcription of oral history interviews and meetings
- ▶ **Vertical Files** – Photocopy and file newspaper clippings
- ▶ **Data Entry** – Keying in data about collection materials into an electronic database
- ▶ **Digitizing Materials** – scan prints, negatives and slides for digital databases

How to Become a Volunteer

- Volunteers must be available at times between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday.
- Applicants must be at least 18 years old for most of the Department's volunteer positions.
- There are a limited number of volunteer projects for high school students who are at least 14 years old and recommended by a teacher or parent. Students are advised to apply for volunteer openings early in the school year.
- The Department does not accept any court-ordered community service.

***Contact Mary Ellen Rogan
at 908-757-1111 Ext. 132***