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*