

Digital Scanning

Position works with Archives and Collection Staff to make historic text resources accessible by creating digital scans of obituaries, books, plat maps, ledgers, etc. Can be done in conjunction with Archivist or Transcriptionist positions.



DUTIES:

- Create, name, and store digital images

LOCATION:

Scanning equipment is available at the Steele County History Center.

TIME COMMITMENT/REGULARITY:

Recommended minimum of 1-2 hour sessions. Regularity will vary based on the specific project. Casual one time volunteers welcome.

SKILLS:

- Moderate manual dexterity
- Basic computer knowledge
 - Windows 7
 - file naming
 - computer filing
- Epson Scan software

TRAINING:

- ABBYY FineReader software
- Epson Scanware
- Computer basics

CONTACTS:

- Dan Moeckly, Archives Manager, daniel.moeckly@steelehistorymuseum.org
- Robyn Ladd, Archives Assistant, robyn.ladd@steelehistorymuseum.org