Volunteering opportunities with *Know Your Place West of England*

Know Your Place West of England is an ambitious digital mapping project covering Gloucestershire, Somerset, Wiltshire and the former Avon area. It will provide unprecedented online access to historic maps, onto which users can add information about their local area, building a rich and diverse community map of local heritage for everyone. The project runs until December 2016 and expands on the very successful *Know Your Place Bristol* website (http://maps.bristol.gov.uk/kyp).

The project is funded by the Heritage Lottery Fund, with generous match funding and support from local authorities and heritage groups in the region. For more information see www.kypwest.org.uk

Help us to map Your Place

More than 1500 maps, from archives across the region, have been digitally photographed for the project. We are recruiting volunteers to help prepare the digital images for our website. Volunteers will add geographical co-ordinates to the map images (georeferencing) working from home using our special software.

This is an exciting opportunity for anyone interested in maps, as well as a great chance to find out more about your local area's historical development. You will be contributing to the growing *Know Your Place* resource, helping to make precious historical maps freely available to everyone.

What is required of a Georeferencing Volunteer?

Volunteers will need:

- moderate IT competence, e.g. retrieving and saving computer files, using web browsers;
- ability to follow instructions and work carefully and methodically;
- good attention to detail and a high level of consistency entering data.

Volunteers will be required to:

- attend one 2-3 hour training session (dates and venues across the region);
- commit to a minimum of 3 hours work per week;
- be available to volunteer between February and September 2016.

This is an unpaid voluntary role. Travel expenses for attending training will be reimbursed.

How do I find out more?

See detailed role description overleaf. For more information and to apply contact:

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Detailed Role Description – Volunteer Georeferencer

What will I be doing?	• Full training for the following will be provided. For each map you will: 　1. access the digital image through our secure online portal; 　2. georeference the image by comparing it to modern mapping of the same area and identifying common points; 　3. ensure sufficient degree of accuracy of work using built-in tools; 　4. save the final georeferenced image onto our portal. • Participate in feedback and evaluation of the project
How long will it take?	• Once you are familiar with the process and software, completing a map should take no more than a couple of hours.
What skills/ experience do I need?	• Standard computer skills: retrieving and saving files; mouse control; copying and pasting; etc. • Experience using common mapping programmes (e.g. Googlemaps), zooming in and out, moving the map base, switching between layers etc. • An interest in local history or historic maps is not essential but might make the work more interesting. • Experience using GIS software is helpful but not essential as training will be provided.
What tools will I need for the task?	• Computer (PC or Mac). The task cannot be performed on a tablet. • Broadband Internet connection, min 10MBs • Web browser (Internet Explorer 8 or above, Firefox, Chrome, Safari)
How much time will I have to commit?	• Volunteers should georeference five maps in the fortnight following training. • Thereafter volunteers can work at their own pace, committing to a minimum three hours per week.
What support is provided?	• Instruction pack will be supplied at training for you to refer to at home. • Feedback, corrections and suggestions will be provided on the first three maps georeferenced. • Remote supervision by project staff: troubleshooting surgery (phone or email) three times per week (mornings /late afternoon/early evenings). • Volunteer mailing list and private (password protected) online forum.
What are the benefits of the role?	• Expand IT skills; learn how archive material is digitised and shared online. • Improve your understanding of historic maps and surveying. • Chance to study in detail an area's development and provide content for the *Know Your Place West of England* blog. • Meet other local volunteers in training and keep up with one another's progress through the online forum. • Develop your skills to become a Super User and help other volunteers. • Ability to support local history or heritage groups contributing material to the site in later stages of the project.