



STUDENT VOLUNTEER PROJECT

*Created by Emily Crews, Graduate Assistant for
VSU Archives and Special Collections, Spring 2012*

LETS GET STARTED!

❖ Choose a project:

- Valdosta Daily Times:
 - You will be assigned a month and will skim each individual paper within that month and record vital records (Deaths/Engagements/Weddings/Births) .
- Campus Canopy
 - You will be assigned a *Campus Canopy* (the school newspaper prior to *The Spectator*) packet and will write a brief summary (1-2 sentences) of each article within the packet.



LETS GET STARTED!

- ❖ Create your folder and sign-in sheet
 - Your folder will contain:
 - Contract for the Archives Extra Credit Project
 - “Extra Credit Assignments Available in the VSU Archives”, a handout of helpful hints to assist you with your project.
 - “Helpful Hints for Entering Info in the Database”
 - If you have chosen the Valdosta Daily Times Project, you will also have a sheet stating the month you have chosen.

A decorative border with intricate scrollwork and floral patterns surrounds the text. The border is white on a dark background.

SIGN IN SHEET

- ❖ This is how you will keep up with the hours you have put in at the archives. **Do not forget to sign in and out or your hours will not count.**
- ❖ Please note that all entries on the sign-in sheet must be made in pen. Any changes to your sign in sheet must be approved (initialed) by an archives worker.
- ❖ The timesheets will be photocopied periodically. **Cheating will not be tolerated.**

A decorative white scrollwork border frames the entire page. At the top center, there is a small floral ornament. Below the title, a horizontal line with a central scrollwork flourish separates the title from the list of rules.

RULES FOR THE ARCHIVES

- ❖ Sign in to the book for your project EVERY TIME you come to work.
- ❖ No eating/drinking in Archives. You may eat at tables in the hall outside the workroom.
- ❖ Be considerate of others in the room (ie Don't Be loud) and Clean Up your work area for those who come after you
- ❖ Keep everything you work on in your folder in your box.
- ❖ Cross out everything you index and everything you enter....

CAMPUS CANOPY

- ❖ You will be given individual issues of the *Campus Canopy* and will fill out a worksheet for each article within the issue.
- ❖ You will record the title, author, date, people and subjects in the article on this worksheet as well as a brief summary of the article.
- ❖ If there is not an author listed for the article, leave the entry field on the worksheet blank or state that the name of the author was not given. See example.
- ❖ List any person or subject that jumps out at you from the article in the People and Subjects headings. If the article contains a long list of people, list the prominent members of the group and state that a full list is available in the article.
- ❖ Strike through each article once you have completed the worksheet.

CAMPUS CANOPY

Future Of the SGA?

With the SGA elections not far off, the picture for the future may not be as optimistic as it should. Again, this election, the potential problem seems to be the general lack of interest and involvement.

Of the current members of the SGA, only Charlie Barton has made a definite commitment not to run. Charlie, being an accounting major, feels he needs to devote more time to his studies.

Angela Hughes, the current acting Vice-President, is a senior and will graduate before the end of next year's term.

At this time, approximately one-half of the Senate members have expressed a desire to run again; either for the same position, or one representative of a higher class. Hopefully, the other Senate members will show a renewed interest and run again.

Concerning the coming elections, one presidential petition has been picked up, as well as one for the vice-president's spot. Two people have taken petitions for the secretary's job, and one person is petitioning for the comptrollers job.

Thus far, the petitions for the top four spots have not been returned. Petitions are available in the SGA office upstairs in the Student Union, but they must be turned in no later than February 14. Elections will be held on February 22nd.

Campus Canopy Project

Campus Canopy Year: 1973

Campus Canopy Volume: 34

Article Title: Future of the SGA?

Article Author: No Author Listed

Article Date: February 7, 1973

Article Page No.: 12

People in Article:

Charlie Barton, Angela Hughes,

Subjects in Article:

SGA Elections

Brief Summary:

Article laments the general lack of interest in the SGA elections as only half of the ~~current~~ members would run for re-election while other members would be graduating.

VALDOSTA DAILY TIMES

- ❖ You will skim each issue of the VDT in the month that you are assigned for vital records including deaths, engagements, weddings, and births.
- ❖ These listings should be entered onto the worksheet under the date on the newspaper NOT the date the event happened.
- ❖ Several of the deaths recorded in the VDT will not be relevant to this project. You will only record deaths that occurred in Valdosta or the surrounding area as well as Valdostans that may have passed away abroad.
- ❖ Many times the births listed in the VDT will not record the first name of the child. In these instances, enter it as Last Name, (Boy/Girl), no name listed). Follow the same format for infant deaths.
 - ex. Jones (Boy/Girl, no name listed)
- ❖ In the birth announcements, if the parent is listed as Mrs. John Smith, list John Smith as the father's name & Mrs. John Smith as the mother's name. List the mother's name if it is given. See example.

Valdosta Daily Times Vital Records Project

Month 09 Day 10 Year 1987 Volume 16 Issue 4

Alphabetical Name - Last name, first name, middle names or initials then 'nicknames' then Jr. Sr. III

Avoid Mr. or Mrs. - find their given name if possible

If a woman's maiden name is give place it in () after her first of middle name

If no name given for birth, use following format -Parent's last name (girl/boy, no name listed)

Death or Obituary Notices:

Page #/Section

Smith, Henry	2A
Jones, Joe, Jr. (all other abbreviations follow the same format)	3B
Smith, Sue	4A
Quincy, Joe, Mrs.	4A
Jones (Infant, Daughter/Son), No Name Listed	2A

Engagements

Bride	Groom	
Smith, Mary	Jones, Jerry	3C
Wedding/Marriage		
Jones, Roy Mrs.	Jones, Roy	4C
Smith, Matthew	Wright, Stacey	4C

Register of Births

Child's Name or Gender	Father's Name	Mother's Name	
Smith, John	Smith, Henry	Smith, Henry, Ma	3A
Jones (Daughter) no name listed	Jones, Alex	Jones, Maude	3A
Quincy, Sue		Quincy, Mary	3A

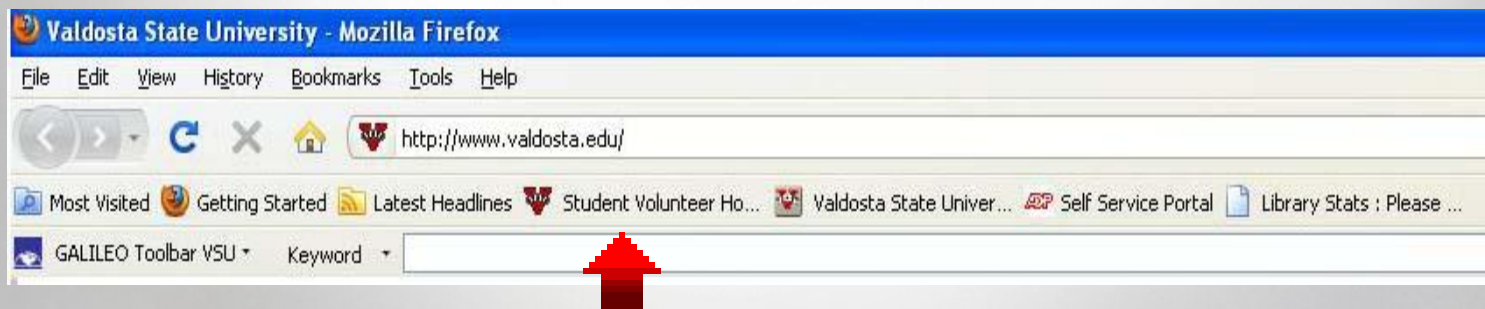
Month Abbreviations: Ja, Fe, Mr, Ap, My, Jn, Jl, Au, Sp, Oc, Nv, Dc

VALDOSTA DAILY TIMES

- ❖ If you are working on VDT's issued in the 1960s or prior, remember that racism did play a part in these publications. Therefore, you will have to skim the entire paper for vital records as different races will not have their vital records published in the same location.
- ❖ Do not abbreviate dates. Write out the full year (ex. 1987) and for single digit months include a "0" in front of the month (ex. 09).
- ❖ Keep track of the date you are on, as it's easy to get caught up while reading.

ENTERING INTO THE DATABASE

- ❖ Click on Firefox. The Student Volunteer page will not work correctly in Internet Explorer.
- ❖ Click on the Student Volunteer Homepage on the toolbar.



- ❖ If you don't see the toolbar, check in the bookmarks folder.

Student Volunteer Homepage - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Student Volunteer Homepage

www.valdosta.edu/library/find/arch/folklife/volunteers/main.php

Most Visited Customize Links Free Hotmail Windows Marketplace Windows Media Windows IT Helpdesk PeopleSoft Financials Self Servi

Login Here to Work on Student Volunteer Projects

Username:

Password:

Remember me next time

[\[Forgot Password?\]](#)

Not registered? [Sign-Up!](#)

Total Registered Volunteers: 88

There are 0 registered volunteers and 1 guests viewing the site.

- ❖ Click the sign-up button if you have not already registered.
- ❖ You will see a menu once you sign-in from which you can choose either the Campus Canopy or the VDT online worksheet.
- ❖ Enter the information from your worksheets into the online database. For the VDT, you will submit each entry individually.
- ❖ Do not worry if you have made a mistake! You can review your entry before making a final submission.
- ❖ Once you have entered a worksheet into the online database, strike through the paper copy so that the archives staff knows that it has been recorded online.

FINISHING YOUR PROJECT

❖ Stop!

- Have you completed the dates that you were assigned for the VDT?
- Have you entered your worksheets into the database?
- Have you filled out the evaluation sheet?

❖ Do not worry if you have completed your hours but have not finished your VDT dates or entering your worksheets online. We just need to know so we can have a future volunteer complete this project.

❖ Let the archives staff know once you have completed your goal of 10 or 30 hours. We will sign off on your project and email you if we find any discrepancies with your time sheets.



FIN
