



Client: Tuckers Hall

Location: Exeter

Brief: Digitisation at Tuckers Hall, the core part of the Tuckers Hall Interpretation Centre Project was setting up a 3 year volunteer programme to digitise 500 years of Records and Minute Books held in the Devon Records Office.

As an additional part of this project we were responsible for setting up a partnership with Exeter University and arranging a post graduate placement to help the volunteers research and transcribe the digitised minute books and initiate temporary exhibitions of the ongoing project.

The digitising equipment at the Devon Records Office in Exeter was assessed and, using the Minute Books, we performed a test run. From this test run an instruction manual was produced for the volunteers to use.

We recruited volunteers by website announcements and newspaper adverts. We sorted the volunteers into small groups, with at least one person with computer knowledge in each group. We then showed them how to use the equipment. They were each given the manual to keep for reference.

A communication network was then set up by us, and regular meetings arranged. A programme for digitising was then laid out with volunteers working around the Heritage centre's own schedule.

Working in pairs, the volunteers worked their way through the documents. A running list was kept - once completed, the records were then transferred onto a portable hard drive and converted into pdf format. They were then put onto a database on an archival raid array in Tuckers Hall for reference.



Digitising one of the minute books



Minute books were digitised as spreads



Database population workshop for volunteer co-ordinator and Exeter University post graduate student



Devon Record Office where the minute books were held