

## Notes on completing the Norfolk Record Office Partner Form

These notes are designed to help you complete the Potential Partner Form for the Norfolk Record Office's *Unlocking Norfolk's Community Archive Project*. We do not want you to spend too much time completing this form. As a result, you shouldn't run out of space. However, if you do, then please provide additional information. We will use the information you provide us to inform future conversations with you and to draw up a partnership agreement.

### **1. Name of your organization**

Enter the name your organization is commonly known by. If has been known by another name, please provide this as well.

### **2. Contact name and role (if applicable)**

Please provide the full name and title of the person who will be signing the partnership agreement and who will be the first point of contact with the Norfolk Record Office. All personal information provided on this form will be used by the NRO for funding applications for the Unlocking Norfolk's Community Archive project and maybe shared with the National Lottery Heritage Fund. Please describe the contact person's role within your organization; e.g. coordinator, chair, secretary etc.

### **3.-5. Contact's email address, telephone number and postal address.**

Most communication will be done by email address.

### **6. How many members does your organization have?**

This just has to be approximate.

### **7. How long have you been collecting archives?**

This just has to be approximate.

### **8. Please provide a basic description of your collections.**

Include the approximate dates of your material and an approximate idea of how much material you have (e.g. 6 large boxes plus two filing cabinets). This only needs to be a rough summary. For example, you may have approximately 2 large boxes of photographs, both original and scanned copies, showing people, places and events connected to Mulbarton, dating from late nineteenth century to about 2000. The majority though date from the second half of the twentieth century.

### **9. Briefly describe your current activities and your priorities for the future?**

This will help ensure any project we carry out is relevant to the broader activities of your organization.

### **10. Which types of collection work could a Community Archivist help you with?**

Please tick all those that are relevant. We are conscious that it will be difficult to categorise some projects. We may have to tweak some proposals so they fit in with the overall aims of the project.

**11. If you have more details about the activities you would like to carry out, please enter them here.**

If you want to elaborate on the activities you think the Community Archivist can help with, please provide brief details here.

**12. Do you think you will require any equipment or materials to complete the activities described above? Please provide details.**

For example, if you want to focus on cataloguing your collection, you may need a basic laptop with an external hard drive and Internet access to store data on the cloud. Once we have collated all of our responses, it maybe we can purchase some specialist equipment which can be borrowed by more than one group, such as equipment which allows the digitization of large items.

**13. Would your organization be able to commit volunteer time to this project?**

We would look for organisations to double the amount of time spent by the Community Archivist on your project; e.g. if a Community Archivist spends 10 days with your group, we would ask that your group provides at least 20 days volunteer time.

**14. Are you prepared to allow a community archivist to work on your collections? This may require them to be borrowed on a very short-term temporary basis by the Norfolk Record Office.**

We would like the community archivist to be able to help you with aspects of collection care. Whatever they do, will only be done with your agreement. In order to do this, the Community Archivist may have to borrow some items and store them at the Norfolk Record Office on a temporary, short-term basis. Examples of what they could do, include cataloguing photographs, helping out with some transcription, or reordering digital files.