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Ideas for how Volunteers at Cultural Heritage Institutions can help, using Trove as a Tool.

Example - an Art Gallery could direct their volunteers as follows:

1. Correct newspaper text on topics of interest to your institution e.g. artists exhibitions.
2. Add comments/context to records e.g. could describe the contents of your artist's ephemera files if records are in Trove or give more information on image files for example their geographic location or people in the pictures.
3. Create and add images on targeted topics to Trove via Flickr e.g. street sculpture in Australia.
4. Digitise (scan or photograph) your ephemera and add to Trove via Flickr, then gather into a virtual ephemera file by using Trove lists.
5. Create virtual press clippings files on artists by adding digitised newspaper articles into a Trove list.
6. Showcase items in your collection by creating a Trove list.
7. Easily curate a virtual exhibition using Trove lists.
8. Create teaching resource kits using Trove lists, and add further notes and description to items.
9. Transfer reading lists/recommended resources/fact sheet information into a Trove list for your institution.
10. Help with internal or collaborative research by finding items of relevance and tagging them with an agreed tag, or adding to a 'private' or public list.
11. Volunteers if 'subject experts' make themselves visible and known in the Trove forum and be available to answer topic based questions.
12. Send to your institution Twitter or Facebook account links to topical resources or your showcase items (using the 'send to' feature in Trove).

Note: any Trove list that is public will be retrievable in Trove search results and becomes a resource in its own right.

An institution may want to set up a generic login in Trove for example for creation of showcase lists or virtual exhibitions in lists. All lists also have a title description field where you can clearly state the ownership and purpose of the list.

If volunteers are working using Trove as a tool they can set themselves up as individuals or a group in the Trove Forum <http://trove.nla.gov.au/forum/> and this way they will easily be able to communicate with each other as they work together in the online environment. Their Trove registration and username is also their forum registration.

There are some useful screencasts about using Trove on the Trove Youtube channel <http://www.youtube.com/user/TroveNLA>. Institutions may want to create short screencasts or videos aimed at their volunteers with instructions on how to use Trove to help them in specific ways. If this is the case please contact the Trove team for advice. The Trove team will also upload any relevant resources to this channel on behalf of Trove contributors, volunteers and users.

Useful Links:

Adding Context to Resources – The List Feature in Trove

http://www.nla.gov.au/trove/marketing/Trove_Adding%20Context%20to%20resources_Lists%20feature%20Sept%202010.doc

How to add your personal images to Trove

<http://www.pictureaustralia.org/contribute/individual.html>

Setting up a Group in the Trove Forum – FAQ

http://trove.nla.gov.au/forum/faq.php?faq=vb3_user_profile#faq_vb3_social_groups

Tagging FAQ: <http://trove.nla.gov.au/general/faq#tags>

Draft Tagging Guidelines – Newspapers

http://www.nla.gov.au/ndp/project_details/documents/ANDP_AN_Taggingguidelines-FAQ_DraftSept2009.pdf

Draft Text correction guidelines – Newspapers

<http://trove.nla.gov.au/forum/showthread.php?83-Australian-Newspaper-text-correction-guidelines>

PowerPoint Presentation on using Trove for Cultural Heritage institution staff and their volunteers <http://www.slideshare.net/RHmarvellous/presentations>

Screencasts on Trove 'How To...' <http://www.youtube.com/user/TroveNLA>