



VOLUNTEER/INTERN PROJECT AGREEMENT VAN BLOCK FACILITY

APPLICANT INFORMATION				
LAST NAME:		FIRST NAME:		MIDDLE INITIAL:
ADDRESS:				
CITY:			STATE:	ZIP CODE:
TELEPHONE:		HOME →	CELL →	FAX:
E-mail:				
EMERGENCY CONTACT:				
NAME:				
RELATIONSHIP:				
TELEPHONE:		HOME →	CELL →	
E-mail:				
Description of Project (Attach sheets if needed): See the following page for full description.				
WORK SCHEDULE (if determined at time of the application):				
HOURS (Designate days and hours only if known at time of application):				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Student Interns Only:				
College or University:				
Degree Program:				
COURSE [Number and Title] (Attach sheets describing the course):				
Is this project a class assignment? Please explain. (Attach sheets if needed):				
What is the deadline date for completion of this project?				
Course Instructor:				
NAME:				
ADDRESS:				
CITY:			STATE:	ZIP CODE:
TELEPHONE:		FAX:		
E-mail:				

Description of Project

The volunteer will work with the New Haven County Court records including but not limited to unfolding and flattening records; reading, analyzing, and identifying names of Black, Indigenous and People of Color (BIPOC) and other identified subjects from a provided list; and handwriting in pencil labels on slips of paper around the records listing plaintiffs and defendants, dates/session, and other information as required.

Project Conditions

1. The Volunteer or Intern shall work under the supervision of the State Archivist or other State Archives professional staff member.
2. The Volunteer or Intern and archivist supervisor shall work out a schedule, but the supervisor shall make reasonable changes if needed.
3. The Volunteer or Intern agrees to provide project product(s) to the State Archives in a legible form and format that is legible
4. The supervisor reserves the right to alter, amend, and expand these rules and to terminate the project in cases of serious violations of rules and procedures.

On-site Project Conditions

1. At Van Block, the Volunteer or Intern shall be able to park his/her vehicle at no cost.
2. The Volunteer or Intern shall not receive a key card or code in order to enter the facility. Staff will provide access.
3. If the Volunteer or Intern cannot come on a scheduled day, he/she shall alert the supervisor by phone and/or e-mail no later than 10:00 AM.
4. The Volunteer or Intern shall work at an appropriate area designated by the supervisor. The Volunteer or Intern may not access any other storage areas in the facility unless under escort of the supervisor or other professional staff member.
5. The Volunteer or Intern shall not take a notebook or briefcase into the designated area where he/she shall carry out work for the project. With approval of the supervisor, the Volunteer or Intern may utilize a laptop computer and/or sheets of paper.
6. If required to work in the Archives Research Area at the 231 Capitol Ave. building, the Volunteer or Intern shall follow the same rules and requirements as other researchers.

Remote Project Conditions

1. Remotely/Virtually includes but is not limited to working from the Volunteer's or Intern's residence or similar site away from State Library facilities. If the Library re-opens to the public during the project and the Volunteer or Intern decides to physically work at a Library facility, the above on-site project conditions would then apply.
2. The Volunteer or Intern will provide the supervisor with a project status update at a minimum of once per week by either email and/or phone/video call.
3. The Volunteer or Intern will be provided with scanned container lists in pdf, jpg or tiff or a similar format and either a Microsoft Excel spreadsheet data entry template or a Google Sheets data entry template.

4. The Volunteer or Intern is required to provide their own equipment including but not limited to computer, software, and related accessories such as keyboard, mouse, and monitor. The State Library will not and cannot provide any equipment including accessories or software to a Volunteer or Intern. The State Library is not responsible for any personal equipment and software.

I have read these conditions and agree to abide by them for this project.

Volunteer or Intern's Signature

Date

Supervisor's Approval Signature

Date

State Archivist's Approval Signature

Date