

# OM at Home Volunteering: Audio Transcription Project

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## About the Audio Transcription Project

The archival collection at the Oshawa Museum features one-of-a-kind documents, maps, literature, and photographs; we also have a large collection of cassette tapes featuring historical talks, oral interviews, and the like. Many cassette tapes have been digitized, but having a written transcript of the audio file is of great use and benefit for the archivist and future researchers. It also makes an audio file accessible to those who are hearing impaired, increasing accessibility to the collection.

The purpose of this project is for volunteers to assist in transcribing these audio files.

Transcription essentially means copying or writing out – simply said, when asking volunteers to “transcribe audio files,” we are asking for you to listen to the audio and write out what is being said.

## Volunteer Expectations

- Volunteers can access the audio files from the Oshawa Museum’s Google Drive:  
[https://drive.google.com/drive/folders/1rAX3kBq8X\\_5TR7kvp--Onhwsxb9APmG8?usp=sharing](https://drive.google.com/drive/folders/1rAX3kBq8X_5TR7kvp--Onhwsxb9APmG8?usp=sharing)
- In that same Google Drive, there is a Google Sheet, tracking all the audio and what needs transcribing. Please review the sheet and select an audio file that has not been filled. Each audio file needs to be transcribed by two (2) volunteers.
  - Please leave your name by the audio file you will work on. First name is fine, or first name and initial of last name; if you are not comfortable leaving your first name, please write FILLED, and then email Lisa ([membership@oshawamuseum.org](mailto:membership@oshawamuseum.org)) to let her know which file you are working on.
- Volunteers are asked to transcribe the audio files and email the transcripts:
  - Word format: to Lisa Terech, Community Engagement ([membership@oshawamuseum.org](mailto:membership@oshawamuseum.org)).
  - Google Docs: to Lisa Terech via OM’s Gmail address ([socialmedia.ocr@gmail.com](mailto:socialmedia.ocr@gmail.com))
- We do not have a preferred format or style for your transcriptions. So long as it is in a format that will make sense to other readers, we are happy.
- Volunteers are asked to track the amount of time spent on their transcriptions; hours are important for the OM for grants, budgets, etc.
  - Having accurate hours is especially important for high school students who want hours signed towards their 40 hours of Community Service. If we do not have an accurate account of hours, we will not be able to sign.
- Volunteers are asked to email their hours to Lisa Terech, Community Engagement ([membership@oshawamuseum.org](mailto:membership@oshawamuseum.org)). We ask that hours can be sent *at least* at the end of the month – OM staff will be in contact to remind you! You can keep a monthly log for yourself and email once the month is up, or, you can send an email along after each transcription session.

## About the Oshawa Museum

The Oshawa Museum preserves and actively promotes awareness and appreciation of Oshawa's history for the education, enrichment and enjoyment of a diverse audience. The OM is administered by the Oshawa Historical Society.

The Oshawa Historical Society was founded in 1957 and is an affiliate of the Ontario Historical Society. The purpose of the Society is to bring together those individuals interested in the diverse historical aspects of Oshawa and to research, record, retain, preserve and present historical information pertaining to the Oshawa area.

## Volunteering at the OM

The Oshawa Historical Society encourages the participation of volunteers at all levels of operation. Volunteers carry out their activities in an open manner and in a spirit of cooperation with the Oshawa Historical Society of which they are partners. The Society strives to promote a fully beneficial partnership by maintaining a high level of volunteer satisfaction.

A volunteer is anyone who works in a part-time capacity for the Museum without financial remuneration. Volunteer opportunities at the Museum encompass many different areas – this project is designed as an at-home opportunity.