



PROJECTS VOLUNTEER AGREEMENT

The New Zealand Society of Genealogists (NZSG) is committed to the protection of records, making them accessible to researchers through transcribing and indexing, and the fostering of good relationships between members and the repositories in which they work to do this.

NZSG recognises the contribution made by all our volunteers and thank you for the time you put into all the projects indexed in the past, currently and into the future.

In order to continue to provide records to our members NZSG agrees to:

- Coordinate and oversee indexing projects.
- Appoint suitable Team Leaders to each project.
- Provide all volunteers with training and support in the indexing of records.

As a project volunteer I agree to:

- Undertake the training offered by NZSG for indexing projects.
- Regularly consult with the Team Leader overseeing any projects I am appointed to.
- Carefully follow the NZSG indexing guidelines.
- Advise my Team Leader of any issues I am having with the data set to be indexed.
- Advise my Team Leader when I have completed any batch of records.
- If indexing at an external repository, respect the rules of the repository, follow any reasonable instructions and be familiar with any emergency procedures.

As a project volunteer I understand the necessity to protect data and therefore also agree to:

- Keep any files held on my personal computer secure and backed up.
- On completion of a particular project, delete any computer files relating to the project.
- On completion of a particular project, return all copies of documents to NZSG, either held in hard copy or in an online folder.

I understand that all projects/transcribing/indexing work I complete are copyright to NZSG. I will not retain any files for my personal records or share/distribute/publish in any way.

Name _____ Phone _____

Email _____ Operating System _____

Address _____ NZSG # (if applicable) _____

Signature _____ Dated _____

I have typed my name in lieu of signing

On behalf of NZSG:

Name _____ Position _____

Signature _____ Dated _____

I have typed my name in lieu of signing