



### **Freelance Opportunity:**

#### **Data entry into The Geological Curator Archive**

The Geological Curators' Group committee has recently identified an opportunity to digitise and fully index issues of *The Geological Curator* which did not originally exist in a digital form. These issues have recently been rescanned and passed through Optical Character Recognition software. We now require assistance in generating a full text index from these files.

#### **Task description and scope**

This task requires cutting and pasting text on an article-by-article basis from the scanned document into database fields using a web-based tool. For example, for each article the following fields must be entered:

- Article title (also correcting any OCR errors)
- Author (also correcting any OCR errors)
- Page numbers
- Abstract (also correcting any OCR errors)
- Article text (correct any OCR errors in the first 50 words)
- References

We estimate there are at least 750 articles requiring indexing, and as a guideline each article should take approximately 10-15 minutes to index once full proficiency is attained. Full training will be provided.

#### **Requirements for data input operators**

GCG intends to contract this operation out on a freelance basis. Individuals interested in carrying out the work should note the following requirements:

- Be able to travel to Keyworth, Nottingham for one day of training.
- Provide own computing equipment, including: suitable desktop operating system (e.g. Windows 7 or 10, MacOS X), internet connection, up to date web browser, PDF reader, text editor. Our testing suggests that a minimum 23" monitor capable of displaying at least 1920x1080 pixels makes the task much easier.
- Attention to detail is critical – the data entered in the database will generate the offprints, and incorrect data will result in the wrong pages being selected.
- An interest in geology and/or museums would be desirable, but not essential.
- Able to commit to either the entire task or a specified proportion of it, and to complete the work by 2020
- You will be responsible for paying any taxes due on the money earned.

#### **Reward offered**

The amount payable will be calculated based on the number of completed articles, once these have passed quality checking. The rate has been set at £2.50 per article, representing the potential to earn approximately £12 per hour. Reasonable expenses to cover the day of training will be provided.

#### **For more information or to register your interest**

Please contact Simon Harris on [webmaster@geocurator.org](mailto:webmaster@geocurator.org) before 1<sup>st</sup> May 2019