



Volunteering with the People's Archive (Plymouth)

Being built to become Plymouth's main digital archive

The People's Archive is being built to become Plymouth's main digital archive — bringing the city's photographs, documents, memories, and stories together in one trusted place.

Its purpose is simple but vital:

to make sure Plymouth's history is preserved long-term and is not lost, forgotten, or left scattered across private collections and the internet.

The People's Archive is for:

- All Plymothians
- Future generations
- Schools, families, and researchers
- Anyone who wants to understand Plymouth's past

This is a city-scale project.

And it **depends on volunteers**.

Why Volunteers Are Crucial

The People's Archive is being built **by people who care about Plymouth**.

Every photograph described, every document recorded, every memory preserved happens because volunteers give their time and care.

By volunteering, you are:

- Helping to build Plymouth's main digital archive
- Protecting the city's shared past

- Ensuring local history is recorded properly and respectfully
- Taking part in **one of the most important historical projects currently underway in the city**

What you help preserve today will still matter many years from now.

This is not short-term work.

This is long-term legacy.

How and Where You Can Volunteer

We understand that everyone's circumstances are different.

That's why volunteering with The People's Archive is **flexible**.

You can choose how you take part.

Volunteering From Home

You can volunteer:

- From your own home
- On your own laptop or computer
- At times that suit you

This option is ideal if you:

- Prefer quiet, independent work
- Have caring responsibilities
- Find it easier to work at your own pace
- Cannot travel regularly

You are **fully part of the People's Archive**, wherever you are and you decide how much, or little, time you put in.

Volunteering In Person (Optional)

We also plan to hold **regular volunteer sessions**, where people can meet and work together.

These sessions will be:

- Weekly, fortnightly, or monthly (to be confirmed)

- Held at a venue to be announced
- Likely in **The Barbican area of Plymouth**

At these sessions, you can:

- Meet other volunteers
- Share local knowledge and memories
- Work together on preserving Plymouth's history
- Enjoy the social side of being part of a shared project

Attendance is **always optional**.

Mix and Match

Many volunteers choose to:

- Work mainly from home
- Attend occasional in-person sessions
- Change how they volunteer over time

You are free to take part in the way that suits you best.

There is **no pressure** and no minimum commitment.

Which Role Suits You?

All roles support the **People's Archive**.

All roles matter.

All roles contribute directly to building Plymouth's main digital archive.

Heritage Records Officer

Helping Plymouth's history be recorded

You might enjoy this role if:

- You like organising information
- You enjoy calm, careful work
- You want to help capture history before it is lost

In this role, you help by:

- Recording information about photographs, documents, and memories
- Writing clear descriptions so others can understand them
- Entering items into the archive
- Helping ensure Plymouth's history is properly recorded in the archive
- This is the most vital role in the entire project. Without HRO's nothing else can happen.

Everything you do is checked later.

You cannot delete anything or cause harm.

This role is ideal if you want to be directly involved in building Plymouth's archive.

Archive Review Officer

Helping maintain the quality of Plymouth's archive

You might enjoy this role if:

- You like reading and checking information
- You notice details others might miss
- You care about clarity and accuracy

In this role, you help by:

- Checking records before they move forward
- Improving clarity where needed
- Flagging anything that needs further attention

This role helps ensure the People's Archive is careful, trustworthy, and well-maintained.

Archivist

Helping safeguard Plymouth's historical record

You might enjoy this role if:

- You are comfortable with responsibility
- You value long-term preservation
- You want to help protect Plymouth's history for future generations

In this role, you help by:

- Making final decisions about what becomes part of the archive
- Ensuring records are handled with care and respect
- Acting as a guardian of Plymouth's historical record

This role carries trust and responsibility and is central to the project.

A City-Wide Legacy

You do **not** need special skills.

You do **not** need experience.

You will be:

- Guided clearly
- Supported at every step
- Treated as a valued part of the team

By volunteering, you are helping to build **the People's Archive**—
a project created to become **Plymouth's main digital archive**.

This is not just volunteering.

This is helping to preserve **the story of Plymouth itself**.