

You must begin the project before Midterm. That date is \_\_\_\_\_.

You must sign in and out of the time-sheet project book each time you come.

You must keep your data sheets and your copy of the Campus Canopy with this contract in your folder in the box. (Folders in alphabetical order by last name). If you are doing the VDT Vital Records, keep your datasheets and contract in your folder in the VDT box.

No Food or drinks in Archives. Eat and drink outside, at the hall table.

Put all purses, bookbags, and other materials in the lockers when you come in. Pencils and papers only in the archives. You may listen to music with headphones. You are here to work, not text. Take personal calls outside.

Cross out all articles you read in the Campus Canopy pages. Cross out every datasheet you enter whether VDT or Campus Canopy. We must know what has been done. All datasheets need your initials on them.

Do a few datasheets and then enter them. Don't save all data entry to the end as we run out of computers. Only enter your own datasheets, not someone else's, unless specifically assigned.

As you work, be quiet and considerate of Archives staff and other patrons.

If you decide not to do a minimum number of hours, such as 10, you still must ask for a sign-off from the archivist or archives assistant. We must know where you stopped. It causes us much more work if you don't tell us when you drop out. Students who stop the project without letting us know will be reported to their professors. There is no penalty if you let us know you are not continuing and we sign off on that. This project is not for everyone.

Work must be completed in Archives.

Your grade will be figured based on a combination of hours you worked and number of records you completed.

When you are finished, you must get your time sheet signed by the Archivist or Archives Assistant. Your work won't count if we have not signed off on it. If you did VDT Vital Records, you must check off on the assignment sheet that you have completed your assigned month(s).

You must complete an evaluation.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Pro