

<b>Placement Provider:</b>	Chetham's Library
<b>Placement Contact:</b>	Louise Davies – Louise.Davies-2@manchester.ac.uk
<b>Location(s) of placement:</b>	Chetham's Library and Clayton Hall, Manchester
<b>Start Date:</b>	To be discussed with applicant
<b>Duration:</b>	1 month
<b>Work hours each week:</b>	To be discussed with applicant
<b>Deadline for Applications:</b>	31 <sup>st</sup> October 2017
<b>Resources available eg library data, computer, desk etc</b>	Desk space, computer at Chetham's
<b>Equality and diversity policy is in place and monitored</b>	<b>Yes</b>
<b>Security clearance required</b>	<b>No</b>
<b>Disclosure Barring Service check required</b>	<b>No</b>
<b>Description of Placement:</b>	
<p>A placement for one student to work at Chetham's Library on C17th documents relating to Clayton Hall, Humphrey Chetham's former residence. The Hall operates as a community-run attraction at weekends. It was formerly divided into two properties but is now converted back to how it should have been. The volunteers who look after it are very keen to use the new space that they've been given to say more about Chetham and how the hall functioned in the C17th. To do this, we propose a small, manageable outreach programme where the student identifies relevant documents here, produces digital surrogates and then works with us and Clayton to create interpretation that would help the volunteers with audiences.</p>	
<b>Expected Tasks and Outcomes:</b>	
<p>Create digital surrogates and transcripts that enhance people's awareness of the history and significance of the site. Create new interpretation that can be used by staff and volunteers at the Hall to enhance public awareness and understanding.</p>	
<b>Specific Skills/Experience/Training Required for the Placement:</b>	
<p>Knowledge of C17th handwriting.</p>	
<b>Training and experience expected to be gained through the placement:</b>	
<p>Placement will be trained in digital scanning, and creating metadata. Work with two heritage organisations. Experience of how to work with community run organisations.</p>	
<b>Financial assistance (if any) offered by the organisation:</b>	
<p><b>A Faculty bursary of £626 is payable</b> <b>Lunch offered at Chetham's</b></p>	