

# Google drive folder

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## Heritage Placements and Volunteers Quicksheet

Welcome to WCIA, and welcome to the Temple of Peace Heritage team! The purpose of this Quicksheet is to bring together links to most materials / info you might need, on 1 foldable leaflet.

Essential **background reading** - You've hopefully worked through your [WCIA induction](#), and familiarised yourself with WCIA's online information about [Global Learning](#), [Global Action](#) and [Global Partnerships](#) (and WCIA's current [Events](#) and [News/Blogs](#)). From the homepage, click on 'About WCIA' button (top RH) to view [organisational info](#) and [meet the team](#). Gain a strategic overview of WCIA's work, aims and Impact from our [Annual Reports](#).

Our current affairs work is underpinned by our '[Peace Heritage](#)' - a century of work supporting international cooperation between Wales and the world – and our guardianship of Wales National [Temple of Peace & Health](#). You can explore in depth stories from Wales' peace movements through our '[Hidden Histories](#)' features; and use our [HH Toolkit](#) to research and share your own features.

**Heritage Familiarisation** - To better understand the breadth and depth of WCIA's heritage work, we recommend all placements spend a couple of hours exploring our existing [Peace Heritage](#) web content and [digitised collections](#). Create a couple of documents for your own reference:

- a '**mindmap**' of existing Peace Heritage web pages and online collections / materials.
- a '**timeline**' of organisations, movements and key events from Temple / WCIA heritage.

### Temple Archives & Collections -

- [Temple Archives & Collections](#) homepage
- [Heritage Volunteering](#) homepage
- [Hidden Histories Toolkit](#) – for volunteers researching, creating and sharing stories.
- [Digitised Collections](#) –repositories for images, audio, video, maps, data & time lines
- [Archives catalogue](#) and [Attic Shelving Index](#). See also accessioned [Archives at NLW](#).
- [Library catalogue](#) and Overview / [Shelving Index](#)
- [Objects catalogue](#)
- [Posters catalogue](#)
- National Archives '[Discovery](#)' search (sign-in top RH) and '[Manage Collections](#)' guide. View Temple of Peace Collections [Discovery summary](#). [Editor login](#)
- Archive Hub [Search homepage](#) and Contributor / [Editor login](#)

## Placement Working Pattern / Dates

Insights placements should keep a diary / record (you could use this [Timesheet](#) template) to demonstrate both to WCIA and the University (via Faith Parsons at the Centre for Student Life) that you have completed 35-70 hours of applied work, and produced the outputs agreed individually for your placement. The Temple of Peace is a busy place, but the following times are earmarked for heritage volunteers / placements access:

- Wednesday **22<sup>nd</sup> March** – Induction Training for all Spring Placements:
  - 12.30 Temple Tour, 14.00-17.00 Archives Workshop
- **Wednesdays each week** are the ‘team day’ for heritage volunteers, with [Archives Workshops](#) and Library access on 5/19 April, 3/17/31 May.
- **Easter break**, 3-6 and 11-14 April work days by arrangement with Gunel / Craig.
- Other days (eg Tuesdays or Thursdays) can be arranged with Gunel, who will check with the Venue Team for other bookings / activities.

## Spring Placements Tasks, in brief...

- [Project Briefs summary on Google Drive](#) is an organic document recording all heritage & archives projects currently under way.

**Archiveathon Placements** (6 expected) will be working with WCIA on Wednesday afternoons, undertaking strategic ‘group tasks’ organising the Temple Archives and Collections:

- clearing the attic, disposals and accessions,
- curation of Library ‘topic areas’ (incl Library catalogue),
- sorting of Archive into chronological / thematic order (incl Archives catalogue),
- Uploading collections data to National Archives Discovery portal and Archives Hub.

Projects will be allocated during the induction workshop on 22<sup>nd</sup> March - record details here:

Placement	Archiving Projects
Ellie Scourfield	
Caitlyn Newman	
Milo Keane	
Khai Shahmir	
Elise Tideswell	
Isabel Andrews	

### Project Placements

- **Abby Craig-Jones** will be researching and creating 1 short film on the 1925 Welsh Churches Peace Appeal to America - to build interest in a centenary project 2024-5 - and 1 short film about the campaign to found WCIA in 1973, with original media coverage, for WCIA’s 50<sup>th</sup> in Oct 2023.
- **Hannah Withnell** will be drawing together WCIA’s ‘Development Archives’, starting with the 1960s Freedom from Hunger campaign and the 1970s United Nations Information Centre for Wales; curating relevant book collections in the library, producing a ‘Collection Guide’ and digitised archives.
- **Caitlin Jones** will be drawing together WCIA’s ‘Policy & Education Archives’ from WCIA, CEWC, UNESCO, UNICEF, Cyfanfyd, WEAC and other orgs who have advocated and produced curriculum materials for Welsh global citizenship. Catalogue listings and a ‘Learning Collections’ guide will be supplemented by digitised highlights and a feature article on Wales’ Global Learning Heritage.
- **Camila Simao** will be drawing together WCIA’s ‘Volunteering & Activism Archives’, digitising our poster collections for use towards future projects, and reviewing / organising our UNA Exchange archives, producing a Guide and finalising catalogue for uploading to National Archives.
- **Sam Mutter** will be improving the Interwar WLNU Archives section, with a particular focus on cataloguing, digitising, and curating the Minnie James Collection for public access online and display in the Temple of Peace, alongside producing securely boxed / labelled archives, a collection guide, digitised collections on PCW and a timeline.

**Support from the WCIA Team & Team Meetings**

- [Craig Owen](#), Heritage Advisor oversees WCIA's heritage programming in the Temple and Wales-wide, part-time (alongside an [International Relations MPhil](#) @ Aberystwyth Uni). Craig works Mon-Wed most weeks, and is at the Temple fortnightly on Wednesdays.
- [Gunel Mamedova](#) and [Arina Yakupova](#) are main day-to-day contacts for placements, on 1-year ESC (European Solidarity Corps) full-time work placements.
- Other WCIA staff members who support heritage activities include Hayley Richards (Programmes Manager), Ameerah Mai (Academi Heddwch), Tessa Salt (Venue Officer).
- Please join if you can our **Heritage Team Meetings, 2pm Mondays** fortnightly on Zoom – 13<sup>th</sup> & 27<sup>th</sup> March, 24<sup>th</sup> April, 8<sup>th</sup> & 22<sup>nd</sup> May, 5<sup>th</sup> & 19<sup>th</sup> June..

## Output Briefs – what will I produce?

There are a number of heritage 'tasks' that most volunteers and placements will produce at some point. Here's a very quick summary of what would be expected for each – 'standards' or 'specs'. Remember, what you create will be used publicly – so **write for the end user / purpose**, & keep things simple. If you were trying to use / learn from this resource, what would you need to know?

- Refer back to [Project Briefs summary on Google Drive](#) as needed.

**Pen portrait** – short feature for WCIA website about *you!* C. 1/2 side A4: include photo, intro / background (where grew up, what studying), personal interests, existing heritage experience / specialist topics, what you hope to gain from placement (transferable skills / experience).

**Archives listings** – boxes **onsite**: 1 side A4 (stick to box), colour coded by collection, prominent title (40 pt font), Contents summary (16pt font). Base this on **online** [Archives catalogue](#); review & summarise what's in box (main folders, types of material, organisation(s) and dates) and make sure *online catalogue and offline box contents* match (especially if moving / reorganising items)!

**Catalogue listings** – linked above, Google login to edit documents. Key issue is to update the online record whenever you physically move anything – eg curating a thematic book collection, or doc archives – so future users can find it. Be careful about *deleting* catalogue content, and don't alter the column headings – these are set up / ordered for upload to specific websites!

**Appraisal and Selection** of unsorted materials (mostly in attic): Under close supervision / knowledge guidance of Heritage Advisor, boxes will be sorted and moved for a) disposal / recycling; b) transfer to other organisations; c) accession to other archives (NLW / SCOLAR / GA); d) integration into Temple Archives listings (appraised for value of heritage content); e) Council Chamber and handling collections, for identified 'jewels' of potentially high use material.

**Collections Guide** – This should be a short Word doc (up to 4 sides of A4 - whether the collection is 5 or 50 boxes!), printed as an A5 booklet and saved on 'Wales for Peace' Google docs / drive. The purpose is to help users find *items of interest*, so they should explore thematically (there are existing [Finding Aids](#) for organisational collections);

- Eg a 'Global Education' Collections Guide might explain scope of 100 years' archives from [CEWC](#), Cyfanfyd, WLNU, WCIA (including materials stored elsewhere eg NLW in Aberystwyth); the main sections of library books / relevant publications; and links to digitised materials - so a teacher / educationalist can find what they need.

**Digitised Archives** – Most important thing is online users need to be able to FIND this material. It should have a clear title, description, and tags / metadata; and be organised into a curated collection that brings together materials that 'tell a story'. The story description itself should be short – 3 paragraphs – and link to the WCIA website for more info.

**Timeline** – simple once you know, these are great for interactive illustration / visitor info, where there is a chronology / progression sequence of events (for example a series of campaigns, annual

reports or a travel diary). See [WCIA example](#) and [Peace & Goodwill message](#). The spreadsheet driving the Timeline should be saved on Wales for Peace 'Google Sheets', all entries should be complete / publishing-ready, and the web address URL of the published Timeline emailed to [craigowen@wcia.org.uk](mailto:craigowen@wcia.org.uk).

**Short film** on Youtube – WCIA has [100s of short films](#) from 2015-present day, across a wide range of WCIA's work. Outputs will be a video clip published on WCIA's Youtube channel; a backup MPEG file and 'assets' folder (images, docs etc) on Google Drive or Sharepoint; and a saved copy of your storyboard and script documents. 'How To' information is given below; the 'brief' for clips on heritage issues should specify a) the topic or 'hidden history' being explained – don't veer off this! b) the key purpose / audience for the clip; c) deadline / planned usage date(s), plus draft input and & 'signoff' deadlines several weeks in advance. The Storyboard and Script are often the most useful docs and easiest for others to comment on.

**Feature Article on WCIA site** – feature articles about aspects of WCIA's heritage, enable users to navigate to and understand the material you've produced (see [International Volunteering](#) example). Although WCIA has curated some very [in depth feature stories](#) over the years, most features should initially be short, succinct (1-2 sides of A4), focused on the **hyperlinked archives** / resources (within the article text, and using 'rollover boxes' at the bottom) and the **story that connects them**. You can embed photos, videos, downloadable documents, timelines and many other resources for people to use – the more relevant, the more useful. **Tone** should be objective, factual and balanced – it's an information resource, not an opinion piece.

**Placement Review** on WCIA website – we ask all volunteers to write a short feature (about 1 side of A4, [see examples](#)) at the end of your placement, showcasing: a) results of your work (with links to the **outputs** you've produced) and b) reflecting on what you've **learnt** (using your timesheets / work experience diary). You'll be able to use this 'online legacy' for future roles, job applications etc, and many employers may 'google' you – so it's worth making it good!

# How - Getting Things Done

## Google Drive / Docs – Save & Share your Work as you Progress

Please login and use WCIA's 'Wales for Peace' account to save any material whilst on placement – this is critical for WCIA / other team members (present and future) to be able to use your work!

Account: [walesforpeace@gmail.com](mailto:walesforpeace@gmail.com) Password: [REDACTED]

Google Drive - <https://drive.google.com/drive/u/1/my-drive?ths=true>

Google Docs - <https://docs.google.com/document/u/1/>

Google Sheets - <https://docs.google.com/spreadsheets/u/1/>

Please add particular instructions on *how* to use the information, prominently in any document (for example, if you have used Tabs in a spreadsheet)

## WCIA Website - Wordpress

The Wordpress Content Management System is the most widespread [CMS in the world](#). See 'Feature articles' above, and very 'in-depth' [User Manual here](#) – but its basic functions are similar to MS Word. Login via <https://www.wcia.org.uk/wp-admin/> or <https://www.wcia.org.uk/my-account/> using your own personal **login** that will be set up for you.

Username [REDACTED] Password: [REDACTED]

Once you have a login / access, Craig will offer dedicated mentoring and training on the WCIA website, specific to the needs of your tasks / projects.

## Digitising Archival Documents (using phone / laptop / device)

Most heritage organisations use People's Collection Wales as a permanent / non-commercial sector resource. WCIA also have a Flickr Pro account ( [Albums](#) / [Collections](#)) which has an easy [Phone App](#), however this is less dependable long-term.

1. **Selection** – sort through materials first, only digitise items that a) have clear research value and b) will not breach copyright (ie they are WCIA's to publish – or our predecessors)
2. **Photography**– smartphones are easy, we also have a flatbed scanner for high res capture.
3. **Filenames** – save all 'useful' documents using a logical, searchable name format (ie date-document-page-content - eg '1925 -Church Leaders' Peace Appeal America-P2-signatories.jpeg'). Save in an easily accessed folder (eg on desktop or in images).

## Publishing Digitised Materials

4. **Login** to PCW: Account [Walesforpeace@wcia.org.uk](mailto:Walesforpeace@wcia.org.uk), password [REDACTED]
5. **Upload** files (from process above) – '[how to upload](#)' instructions, as individual pages, or multipart documents (ie for more than 1 page – make sure they're in order!).
6. Insert clear **Title, Description and Tags**: should immediately convey Who, What, Where & When (usually, in that order). You can add extra context / information after uploading.
7. **Metadata**, Ownership & Copyright. These *can* be left blank, but *should* be filled in to enable users to find the material in online searches.

## Curating Online Collections

8. **Plan first** what you want to curate: why? What's the purpose / message - and audience.
9. On PCW (or Flickr / other sites), from '[collected](#)' tab 'make a new... **collection**'; select 3-5 key items to 'front' the collection; Create a title & description explaining purpose (above); link to most appropriate a WCIA page for more info.
10. **Publish**, once moderated (approved) the Collection will appear in listings, and you'll be able to add other materials to it.

## Timelines

1. What is your purpose, how do you want users to 'use' the timeline? What tool works best; a Bullet list with links, a Powerpoint slide / illustration, an Excel spreadsheet with links, an interactive online visual through Knightlab, Sutori...

2. **Knighthlab** ([WCIA example](#) + [spreadsheet](#)) – Using [instructions](#), Save Excel spreadsheet on (Wales for Peace) Google Sheet;
  - a. upload & [publish](#), then amend (spreadsheet) as needed till happy with appearance
  - b. email completed timeline link to [craigowen@wcia.org.uk](mailto:craigowen@wcia.org.uk)
  - c. copy '[share link](#)' code into web page you are editing.
3. **Sutori** (eg [Peace & Goodwill message](#) timeline)

## Video Clips and Features – Youtube

*Login using Google, Wales for Peace gmail account (above)*

WCIA has [100s of short films](#) from 2015-present day, mostly volunteer-produced using camera phones and simple app-based software, across a wide range of WCIA's work. Start by checking what already exists – is there material you could re-use? Our [Hidden Histories Toolkit](#) has a lot of useful pointers ('[create](#)' and '[edit](#)' sections). For heritage briefs, key things are usually:

1. create a **storyboard and script**, focused on the *heritage story* in question, and keep it short – 2-3 minutes (5 max). I find it handy to *create a table* with storyboard 'sections' down LH side, middle column for script contents, and RH column for imagery ([example](#)).
2. use archival records to tell the story, but these can be dry so **illustrate with images** from WCIA archives or Google / online searches (seek '*creative commons*' copyright);
3. KISS, Keep it Simple – avoid musical, design or narrative styles that might limit audiences, or 'force' emotion (eg sad music on war, Comic Sans fonts for children - ugh)

## Placement 'Tops Tips'

1. Focus time and energies on the **final output(s)** of your project: what are you producing? Be wary of going down 'rabbit holes' that aren't relevant (especially if they look interesting!)
2. Research and invest time in finding out **what has already been done** on your project brief / topic area. Don't spend weeks creating something that is already online (if only I'd googled it...); or come up with a 'bright idea' that has already been happening for years (have WCIA ever thought of putting things on Eventbrite? Oh... they are).
3. Put all **meetings in your phone diary** (and work sessions / task deadlines) well in advance, set reminders and do not miss or turn up late to things involving WCIA staff – mostly part-time and travel long distances, so diaries are busy and rescheduling can be difficult / costly.
4. **Bite sized chunks** – break every task into doable chunks that you can complete with each placement day. I find the '[pomodoro technique](#)' handy: set 20-25 minute pieces to complete, set timer and 'go!' – then take a break / cuppa, and move on to the next stage.
5. **Always Save** your work, in the cloud using a WCIA login so you / others can access it in future (in case of loss) - and also so public users aren't accessing your personal files / stores once published / shared.
6. **Digital distraction** – don't waste time on phone / social media etc whilst in placement hours – if using for research / posting, focus on the task at hand; resist the urge to scroll...!
7. **Build in creative 'Team' time** – the best ideas usually come from chatting with colleagues. Build in time for this, and do it –ask questions, debate options, find out others' experiences / approaches, get creative, draw pictures / tables together etc.
8. **3 key Messages** – whether for meetings, mentoring / project management 121s, or explaining what you're doing to public, family or friends, give some thought in advance to your '3 key messages': among all the random stuff and 'background noise', what are the *3 key things* most useful for people to know about what you're working on / progress.
  - a. In WCIA team meetings we often break this down into a 'joy' from last week, a 'challenge' for this week, and an 'ask' for support / input from the wider team.
9. **Keep a record** of your work, so you can learn and reflect, report on progress, and write up your diary / feature article at the end!
10. **Enjoy your work experience!** If you are finding tasks tough or pushing your skills / knowledge boundaries, ask for help from the wider team – and use google to find out how other people have tackled tasks, find templates to adapt, etc.