

**NATIONAL CENTRE FOR AUSTRALIAN CHILDREN'S LITERATURE
VOLUNTEERS' CONTRIBUTION
1 JULY 2019 – 30 JUNE 2020**

Volunteer	Activity	Hours
Danielle Abbott	Create research files, accession rare books, artwork project (Bob Graham), Aboriginal and or Torres Strait Islander database annotations	73
Belle Alderman	Correspond and meet with publishers, literary agents & creators; acknowledge donations by publishers, organisations, authors, illustrators and others; network with Australian Children's Laureate Foundation, Books Illustrated, Story Box Library, Indigenous Literacy Foundation and the CBCA; create copy for NCACL promotional material; write annual report and Director's Board reports; develop the Aboriginal and or Torres Strait Islander database including research, creating & entering material, moderating resources, testing user functionality, liaison with Reference Group and Critical Friends, prepare material for the Department of Education, Skills and Employment and develop marketing and communication plan; supervise quality, planning and execution of Friends of the National Library visit; facilitate events on Bob Graham & Leigh Hobbs at ALIA House; ABC radio 666 children's book reviews: plan artwork exhibition <i>Wunderkammer</i> at Ann Harding Conference Centre to celebrate collections at UC; review and rewrite Agreement with the University of Canberra; negotiate acquisition of artworks and authors' papers & manuscripts; prepare material for updating Cultural Diversity Database; manage finances, supervise volunteers; plan 2021 exhibition with the Belconnen Arts Centre; manage Cultural Gifts Program; create & post material for Twitter & Facebook; strategic planning; support editor of NCACL's journal, <i>Behind the Imagined</i> ; work with UC staff & students; assist external researchers; create items for e-newsletters, blogs and journals; promote NCACL's future vision; manage <i>Story Time</i> collaborative exhibition with the National Library of Australia; develop marketing plan & publicise Cultural Diversity database; work with Board members to campaign & acquire funds for translations project; complete tour of IBBY international and IBBY Australia books and acquire reports from exhibitors	2016

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Margaret Bromley	Research and annotate books for the Aboriginal and Torres Strait Islander database project, research and write introductory chapter for Aboriginal and or Torres Strait Islander database project	164
Angela Brown	Identify titles from Lifeline for NCACL collection	180
Isabella Brown	Plan & prepare event catering, sew shroud for artwork	15.25
Jude Brown	Accession, shelve, podcast preparation, procedures & editing, file, create research files, create display cabinet exhibition, Aboriginal and or Torres Strait Islander database project, Excel spreadsheet work	193
Max Brown	Artwork projects (Deborah Niland, Bob Graham, Alison Lester, Libby Hathorn, Leigh Hobbs, Anne Spudvilas, Tony Flowers & Gaye Chapman), miscellaneous artwork documentation, framing, create frameworks for framed artworks, assist with Sharing Stories exhibition, plan & setup artworks at exhibitions & events, upgrade artwork descriptions for website, document posters, upgrade soft toy storage	181
Jane Carstens	Production of the journal <i>Behind the Imagined</i>	80
Pat Dickson	Accession, file, photocopy, shelve, prepare information packs, check new books, prepare clippings for filing, update data spreadsheets, create lists for thank you letters, prepare & move books to basement, process Lifeline donations, proof read, copy catalogue, update research files, event promotion, annual report work, monitor sales trolley, create/update bibliographies, create Wendy Orr finding aid	510.25
Heike Elvers	Accession, file, prepare accounts	178
Gaynor Evans	Plan & prepare event catering	5.25
Lynn Fletcher	NCACL Board Secretary, Website Manager, Newsletter Editor, Twitter contributor, Digital Working group member, strategy and advice to Centre Director, Aust Dept of Education, Skills and Employment presentation contributor, NLA Exhibition team member, tours for visitors, demonstrations of Aboriginal and or Torres Strait Islander template and functions for The Australian Government, Department of Education, Skills and Employment, Child Care Services Program, Strong Quality in Child Care representatives, to the Reference Group and the NCACL Board. Instructions and support to those engaged in the Aboriginal and or Torres Strait Islander database project as required.	1680

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Belinda Gamlen	Archival administration, research assistance, present student information sessions, proof read documents, update author/illustrator files, tour guide, book displays, catalogue, Isobelle Carmody finding aid, thesis searching, training, create & update research files, end of year function, moderate, test & find teaching resources for the Aboriginal and or Torres Strait Islander database project	230
Rose Howes	ALMA catalogue, solve problem entries in catalogue & amend records, identify duplicates cancel and delete from holdings, process donations, shelve, accession, process transfers from UC library, sales documentation & banking, check & catalogue rare books, prepare & move books to basement, re-space books on shelves, process Lifeline purchases, donations from general public & publishers, train new volunteers, tour guide, ALMA training, assist with events and special exhibitions, research file tasks, repair fragile books, assist with any other tasks as required	691.5
Julie Long	Attend publicity & promotion meetings & events, research and annotate books for the Aboriginal and or Torres Strait Islander database project	75
Brenda McConchie	Attend Board meetings, contribute to the Commercial & Digital working group, write reports for the Board, co-project manage the Aboriginal and or Torres Strait Islander database project and assist with Hall of Fame project	370
Trish Milne	Liaise with the Centre's ambassadors through email & occasional meetings, project manage small events, read & discuss Director's papers & reports, meet with Director as required, attend Board meetings, contribute to the Commercial & Digital working group, co-project manage the Aboriginal and or Torres Strait Islander database project	374
Ruth Nitschke	Check & process rare books, file, shelve, setup displays, create bibliographies (Bob Graham, Leigh Hobbs, graphic novels & verse novels), annotate & moderate Aboriginal and or Torres Strait Islander database project, test ATSI database on website, give talk on Leigh Hobbs at ALIA House	739.5
Vicky Russell	Accession books	5.25

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Rowan Simpkin	Shelve, file, tidy research files, teacher professional development, research & present ABC Radio Canberra talks, curriculum entries in the Aboriginal and or Torres Strait Islander database project, school incursions, liaise with Belconnen Arts Centre about Graeme Base exhibition	220
Sharon van Baalen	Artwork projects (Alison Lester), file, shelve	9
NCACL Board	8 attended the 2 hour meeting on 21 October 2019 7 attended the 2 hour meeting on 15 Nov 2019 7 attended the 2 hour meeting on 17 February 2020	44
Total		8034

Note: 28 volunteers donated 8034 hours, equivalent of 1148 days or 4.5 full-time staff.