



OFFICE OF

# THE HISTORIAN

*Town of Aurora & Village of East Aurora, New York*

## INTERNSHIP & VOLUNTEER OPPORTUNITIES

**Updated January 1, 2024**

*The Office of the Historian relies on, and always appreciates, the assistance of volunteers. Assistance is always welcome on Wednesday and Thursdays. Please call or email ahead to inquire. The list below details our current needs. We hope you will find something that interests you! The projects may be divided, combined and/or adapted to meet specific time constraints or internship requirements. Please contact Historian Robert Lowell Goller at [historian@townofaurora.com](mailto:historian@townofaurora.com) for additional information or to inquire about internship or volunteer opportunities. Thank you for your interest!*

**CATALOGUING THE ARCHIVES...**We continue our efforts to catalogue every file, box and book in the archives. Once completed, a “card catalogue” will be made available on the Historian’s website, which would allow researchers to search the categories, surnames, books, etc. in the collection, as well as easily request the items when visiting the archives. This project would entail ensuring that each item is accounted for, labeled and in its appropriate location; finalizing the list; preparing the card catalogue for use by the public; and working with the Historian to update policies and procedures for public use of files, particularly those considered rare or vulnerable.

**NEWSPAPER INVENTORY AND DIGITIZATION...**The Office of the Historian has a vast collection of newspapers, including the *East Aurora Advertiser* and *East Aurora Bee*, *The Aurora Standard* (1830s), *The Weekly Times* (1880s), *The Orbit* (1960s), *Goller’s Gazette* and *The Shopping Guide*. The newspapers in the collection are in various formats and stages of curation. For instance, the *East Aurora Advertiser* collection includes microfilm, digitized editions through 1969, and various bound and loose original copies from several decades. Some editions and years are missing. This project would entail creating an inventory of the newspaper holdings; compiling a list of missing newspapers that would assist the Historian’s Office in filling the gaps; and working with the Historian to prepare a strategic plan to further preserve, microfilm, digitize and catalogue the newspaper collection.



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**MAPS...**Thanks to grant funding, we recently acquired a new map drawer, which will enable us to properly organize our vast collection of maps and atlases. This project would entail organizing the maps and creating an updated list of the maps in our collection.

**PHYSICAL PHOTOGRAPH COLLECTION...**The archives contain several boxes and binders of photographs and prints. This project would entail identifying and cataloguing the existing collection and assisting the Historian in preparing them for public research and digitization.

**DIGITAL PHOTOGRAPH COLLECTION...**Volunteers in the Historian's Office have been scanning and digitizing photographs for more than 15 years. This project would entail taking an inventory of the digital photograph collection; updating the file names in a consistent manner; and working with the Historian to develop a strategic plan and procedure for the scanning and digitation of photographic prints, which would provide volunteers with better direction.

**AUDIO COLLECTION....**The Office of the Historian has a large collection of cassette and reel-to-reel tapes, which include many interviews. Many of the tapes have been transcribed, and one of our volunteers recently organized the collection and ensured that they were labeled properly. This project would entail finalizing the index, and working with the Historian to begin digitizing the tapes.

**HIGH SCHOOL YEARBOOKS...**The Office of the Historian contains a vast collection of yearbooks from East Aurora High School, dating to the 1880s. The collection contains multiple copies of some years, but other years are missing. We have completed an inventory of the yearbook collection, but there is still a need to identify the yearbooks appropriate for digitization and to help develop a plan to digitize the yearbooks and make the digital versions available for public research.

**HOUSES AND BUILDINGS...**Thanks to the diligent work of a volunteer, our various collections related to houses and buildings throughout the village and town were recently catalogued by street and address. The next step is to digitally scan and properly label each of the photographs and documents in this collection for use (and searches) in a digital format.

**MILLARD FILLMORE AND ROYCROFT COLLECTIONS...**Thanks to the diligent work of a volunteer, the photographs, documents, newspaper articles, etc., related to President Millard Fillmore and the Roycroft have been curated and catalogued. However, through recent donations and discoveries, there is more to catalogue! This project would entail incorporating the documents and photographs into the existing collection and identifying duplicate material.