

WELCOME DESK GUIDE

Make people feel welcome, whether they are contributing or not

Explain the Collection Day process and potential waiting times

Make sure contributors complete and sign the Consent and Permissions Form and assist with the Demographic Survey

Explain to contributors that:

“By signing the Consent and Permissions Form, you are confirming that you are permitted to share the stories/objects with us and that you understand how we will share the stories/objects on the internet.”

Explain to contributors that they can read the full Privacy Policy and Participant Information Pack

Manage the Welcome Desk Tracking Form and match up contributors with interviewers