# 2023 Oxford University Museum of Natural History Undergraduate Bursary Scheme

## Project: Documenting Oxfordshire Fossils

### Project summary

This project will involve sorting and documenting a mixed collection of Jurassic and Cretaceous fossils from Oxfordshire and the surrounding counties. The collection ranges from the Lower Lias to the Upper Chalk (approximately 200 million – 66 million years old), and covers a wide variety of taxa including sponges, corals, brachiopods, molluscs, echinoderms, and fish.

### Project details

In order to accomplish this project, the student will:

* Receive full training
* Establish the identification, geological age, locality and history of the specimens using their original label information
* Separate the specimens into those with good data (which will go into the permanent collection) and those with less data (which will be made available to school groups
* Enter details of specimens for the permanent collection into the Axiell EMu Collections Management System
* Move these specimens into new storage boxes
* Print out museum labels to store with the specimens and attach numbers to the specimens
* Check the condition of the specimens and assist with remedial conservation
* Write a report of the project

### Selection criteria

#### Essential

* Interest in fossils
* Excellent attention to detail, with an organised and methodical approach
* Strong self-motivation and ability to work independently without close supervision
* Good written communication

#### Desirable

* Interest working in a museum setting
* Basic understanding of taxonomy and ability to distinguish between different fossil groups
* Familiarity with Microsoft Office applications, in particular Microsoft Word and Excel

### Outcomes for the intern

* Experience in the organisation and management of fossil specimens
* Improved knowledge of museums and collections care as well as documentation
* Experience in collections database work
* Good organisational, documentation, and IT skills
* Valuable experience for students interest in a career in museums