

Local Studies volunteer role description

Libraries

1 May 2019

Position title	Local Studies Volunteer
Location	Richmond Local Studies Library and Archive
Responsible to	Archivist/Volunteer Coordinator
Role summary	<p>Local Studies holds books and original archival documents about the area covered by the London Borough of Richmond upon Thames. These books and documents span a wide-range of dates from 1489 to the present day. Local Studies provides public access to its collections as well preserving them for future generations.</p> <p>Volunteers at Local Studies undertake tasks that assist the work of Local Studies. Projects for volunteers vary but can include tasks to help improve the findability of the collections and tasks to help preserve the collections for the future.</p>
Responsibilities	<ul style="list-style-type: none"> • Available projects will be discussed with volunteers when they start. • Projects will often involve the handling of collection items. Training in correct handling will be provided. • Volunteer projects may include one or more of the following: <ul style="list-style-type: none"> ○ Indexing books and documents by subject, place, or name. ○ Listing the contents of files and boxes. ○ Checking the contents of files and boxes. ○ Transcribing documents onto Excel spreadsheets. ○ Transferring documents into archival-quality packaging. ○ Updating catalogues or indexes, with supervision from the Archivist. ○ Creating simple catalogue entries, with supervision from the Archivist. ○ Small amounts of research into specific subjects. ○ Other tasks as discussed with the volunteer.
Skills/abilities/knowledge required	<ul style="list-style-type: none"> • An interest in history or archiving. • Willingness to learn new skills. • Good accuracy and attention to detail. • Computer skills (for some projects only).
Time requirement	Normally once a week for 2-3 hours in either a morning or an afternoon.
Length of commitment	No minimum commitment, but volunteers may find the experience more rewarding if they are able to commit to three months or more.

