Heritage and Archives Volunteers Task Description

This role would be to offer support in Stockport Local Heritage Library.

Roles and responsibilities

- develop the collection of newspaper cuttings
- check photographic slides to see if copies are in our collection
- help preserve and add plans to a special database
- simple listing and repackaging of archives
- digitisation of items in the Heritage Collection
- create displays using the library collections, photographs and books

Times and dates

Volunteering opportunities are at Stockport Heritage Library during open hours to suit.

Locations

Stockport Central Heritage Library only.

Who will be there

Staff at Stockport Central Library and other volunteers

Training, resources and information

An induction will be given and further training offered where appropriate. There will be a 12 week trial period.

Suitable qualities

The role would suit someone who:

- has good communication skills
- has an understanding of IT
- has a passion for rare books/history/genealogy
- has an attention for detail
- works well with others
- is able to carry archives for short distances and durations
- has a willingness to adhere to security and preservation guidelines

Benefits of volunteering

Some of the benefits include:

- gaining experience of working with archives and special collections
- acquiring basic archival skills and a good knowledge of how the Heritage Library operates
- gaining valuable experience that can be included on CV's and job applications