ROLE PROFILE – Volunteering at Gladstone's Library

Job Title:	Digital Gladstone Volunteer	Reports to:	Digitisation Project Manager
Based at:	Gladstone's Library	Date:	2018-2021

Job Purpose
In 2018 Gladstone's Library is launching *Digital Gladstone*. Externally funded by the Carnegie Corporation of New York, the three-year project will result in a fully-catalogued digital collection of 15,000 nineteenth-century manuscript letters and 5,390 annotated printed books. These will be partially transcribed and hosted online in a free-to-access CMS, making one of the world's most significant Gladstonian collections available to scholars, teachers and students. Currently Gladstone's annotated library is held on the GladCat catalogue. Although widely used, GladCat's functionality is limited by its current platform – and the letters are currently uncatalogued. The project will build on the work undertaken which created GladCat and ensure that the online offer of Gladstone's Library is unique and distinctive as the physical institution. The project has funded the creation of a dedicated digitisation studio and two dedicated posts. We would like to offer the opportunity to volunteer on this project. There are a range of exciting roles detailed below. Volunteers will be offered full training. **Please note that we are asking for expressions of interest only at this time.**

Volunteering Area	Typical Tasks
Pre-digitising condition checking (this will combine with metadata capture)	This involves checking the letters prior to digitisation, counting, noting any conservation issues, rehousing, etc.
Pre-digital metadata capture	Working with the original manuscripts, transcribing the first line of each page into an Excel spreadsheet. Checking and adding to existing records. (this role will develop into catalogue entry)
Post-digital metadata capture	Working with digital images, capture key metadata (this role will develop into catalogue entry)

Person specification	
Knowledge, skills and experience: • Volunteering roles do not require specific experience. The Carnegie project roles will suit anyone who is interested in historic collections, or who is seeking experience in libraries, archives or museums • However, volunteers should be comfortable with using computers, and have some experience with Excel. • Experience of, and awareness of handling archival documents, would be desirable, as is the ability to read old handwriting • We do ask that volunteers are reliable and able to commit to a regular slot. Volunteering hours are 10am-1pm, or 2-5pm each day.	**Personal attributes** • Good eye for attention to detail and accuracy • Methodical • Willingness to undertake repetitive tasks • Good level of manual dexterity • Ability to work as part of a team, maintain good working relationships with staff, other volunteers and members of the public • Keen to help us protect our property and collections by understanding and following our security and safety procedures. • Self- motivated and enthusiastic • Good time management, to work towards project milestones

Specialist Knowledge
No specialist knowledge is required for volunteering at Gladstone's Library, though some knowledge of handling with old documents and books, and their care, would be desirable.