

VOLUNTEER PROFILE – Archives

Title:	Archives Volunteer	Reports to:	Archivist
Based at:	Gladstone's Library	Date:	Ongoing

Why volunteer in this area?

Gladstone's Library is home to approximately thirty-five distinct archives. These have been collected, following William Ewart Gladstone's main interests, in the areas of history, literature, and theology. We hold several nineteenth-century archives, most notably the Glynne-Gladstone Archive which contains the records of the Glynne and the Gladstone families including the personal correspondence and papers of William Gladstone, and the business papers and correspondence of his father, Sir John Gladstone. We hold the archives of the two most significant societies for crime writing in the United Kingdom, the Crime Writers' Association and the Detection Club. We also hold the archives of several liberal theologians, including Don Cupitt, John Robinson, Jim Cotter, Lloyd Geering, Alan Fairhurst, Anthony Freeman, and Eric James.

The small team in the Reading Rooms work to make preserve these archives for future generations and to make them accessible. A team of volunteers help the archivist to process our archives by box listing them, re-housing them, and cataloguing the items they contain.

Volunteering Area	Typical Tasks
Box listing	Using Excel spreadsheets to create a basic inventory of the contents of an archive, recording its order and arrangement, and noting the condition of the records
Re-housing	Removing records from the packaging they were deposited in and moving them into archival-quality folders and boxes
Cataloguing	Using Excel spreadsheets to capture information about the records and write detailed descriptions of them in order to make them searchable for users

Person specification

Knowledge, skills and experience:

- Volunteering roles do not require specific experience but will suit anyone who is interested in historic collections, or who is seeking to spend time in libraries, archives, or museums;
- However, volunteers should be comfortable with using computers, and have some experience working with Excel;
- 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

- Keen eye for detail and accuracy;
- Clear and tidy handwriting with a good level of manual dexterity to ensure that items are handled carefully;
- Take a methodical approach to tasks;
- Ability to follow a workflow and guide;
- Ability to work as part of a team and maintain good 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 and an ability to commit to one shift (10am-1pm, or 2-5pm) per week.

Specialist Knowledge

No specialist knowledge is required for volunteering at Gladstone's Library and full training is given.