

## VOLUNTEER PROFILE – Conservation

<b>Title:</b>	Conservation Volunteer Team	<b>Team:</b>	Reading Rooms
<b>Based at:</b>	Gladstone’s Library	<b>Date:</b>	Ongoing

### Why volunteer in this area?

Gladstone’s Library is home to an internationally-significant nineteenth-century collection. With the average book being over 150 years old, cleaning and stock checking are important elements of our collections management. Our conservation team are currently carrying out initial checks and cleans of the Gladstone Foundation Collection, updating our database of the condition of the collection. If needed they create covers and boxes to support books with loose or detached covers. We hope that in the future we will be able to offer training in basic conservation repairs.

*Please note that while masks are provided and we do not ask volunteers to engage with moulds or other potentially hazardous materials, we do suggest that if you are adversely affected by dust or dirt then you look at our other volunteering opportunities.*

Volunteering Areas	Typical Tasks
Reading Rooms	Identifying and retrieving books in need of cleaning
Closed Access	Using Excel to maintain conservation records
	Cleaning/dusting books and shelves
	Making paper covers for items in need of support

### Person specification

#### Knowledge, skills and experience:

- Volunteering roles do not require specific experience but will suit anyone who is interested in historic collections, book/print/publishing history, or who is seeking to spend time in libraries, archives or museums;
- We do ask that volunteers are comfortable using computers and programmes such as Word and Excel;
- We do ask that volunteers are reliable and able to commit to a regular weekly shift for a minimum of six months.

#### Personal attributes

- A friendly manner;
- Good eye for detail and accuracy;
- Methodical and able to self-organise;
- Ability to work as part of a team and maintain good relationships with staff, other volunteers and members of the public;
- Self- motivated and enthusiastic.

### Specialist Knowledge

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