

**Role:** Derbyshire Record Office cataloguing volunteer

**Department:** Economy, Transport & Communities (Derbyshire County Council)

**Main activity** – Listing, cataloguing and packaging archive collections held by Derbyshire Record Office.

**Tasks may include:**

- Working with archive collections - appraising, listing, cataloguing
- Undergoing training on the use of CALM cataloguing package
- Identifying and describing archival material for data entry on CALM
- Improving or creating finding aids
- Numbering and labelling archive material and storage boxes
- Repackaging and cleaning archive collections
- Moving items to and from storage
- Contributing to planning of and participation in outreach events and activities as they arise
- Assisting in the creation of education resources

**What could you get out of it?** Practical experience of working with archive collections, improving accessibility of collections to users. Contributing to the long term preservation of the county's heritage.

**When?** Flexible -continuing weekly commitment depending on volunteer's availability.

**What we do for you**

- An induction and full training and support for the role will be given by Derbyshire Record Office.
- Travel expenses can be reimbursed.

**Is this for you?**

**We are looking for:**

- An enthusiastic person who has an interest in the history of Derbyshire
- A computer literate person with sound knowledge of basic IT
- A person with a methodical approach to work, with excellent attention to detail
- A person with effective organisational skills
- A friendly person who can work well independently and as part of the Derbyshire Record Office team as well as with other volunteers
- A reliable person
- A clear and confident communicator
- A willingness to comply with the County Council's Data Protection, Health and Safety, Equality and Diversity and Environmental policies.
- A written recommendation from two referees