

**Role:** Derbyshire Record Office Preservation Volunteer

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

**Main activity** – Cleaning and packaging archival collections

**Tasks may include:**

- Cleaning paper and parchment documents, manuscript volumes and maps
- Packaging documents in archival folders and making made-to-measure folders
- Sewing protective enclosures for seals
- Removing metal items, such as paperclips and staples
- Numbering and labelling archive material and storage boxes

**What could you get out of it?**

- Contributing to the long term preservation of the county's heritage
- Improving accessibility of collections to other users
- Practical experience of handling archive collections dating from the 15th century to the present

**When?**

Preservation volunteers come together every Thursday afternoon from 1.30pm to 4.30pm.

**Where?**

Derbyshire Record Office in Matlock

**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 person with a methodical approach to work and excellent attention to detail
- A patient person, who enjoys delicate arts and crafts activities
- 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 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