Role: Catalogue Improver

Where: Coventry Archives and Research Centre
When: From April 2018
Time: Wednesday-Friday between the hours of 10:00am-4.00pm for a minimum of 3 hours a week. Volunteering on either a Monday/Tuesday or Saturday will depend upon staff capacity.

Background information

Coventry Archives and Research Centre is situated within the Herbert Art Gallery and Museum and is a vital resource for anyone undertaking research about Coventry’s history. The History centre holds one of the most important regional archives in the UK, containing books, documents and records relating to every aspect of Coventry including a significant collection from the medieval and post Second World War periods.

Role Outline

We require volunteers to improve our existing Adlib catalogue records. As well as checking for general typographical errors, you will be required to add key terms and additional information to individual catalogue records. This will ultimately enable greater access to our online database for researchers.

Main Duties and Activities

- Editing existing catalogue records on Adlib
- Adding key terms from the UKAT Thesaurus
- Researching further information for insertion onto a catalogue record

Benefits and training

In this support role you will have the opportunity to:

- Gain experience of the Adlib catalogue management system
- Have the opportunity to research using the Coventry Archives and Research centre resources
- Learn about archive cataloguing and indexing

If you would like to be considered for this unique volunteering opportunity, please contact Rupert Hedley:

By post: Rupert Hedley
Volunteer Coordinator
Herbert Art Gallery and Museum
Jordan Well, Coventry
CV1 5QP

Email: voluntary@culturecoventry.com

If you have any queries relating to the role or volunteering please call Rupert on:
Tel: 024 7623 7549