Role: Collection care volunteer

Where: Coventry Archives and Research Centre
When: From April 2018
Time: Tuesday-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. We hold 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 need volunteers to assist with the processing and listing of new archive collections. Full training will be provided together with equipment. This will include the following duties and activities:

- Removal of harmful elements from archive collections such as paperclips and staples
- Re-boxing of archive material into appropriate acid free enclosures and boxes
- Relevant listing of the content of archive material onto an Excel spreadsheet
- Assessing the need for conservation and specialised packaging

Benefits and training

In this support role you will have the opportunity to:

- Gain new skills in collection care procedures
- Learn about the equipment used in the preservation of archives
- Obtain an understanding about listing of archive material that will ultimately be catalogued into Adlib our cataloguing management system
- There may be a possibility to move over into helping the Paper Conservator with specialist conservation packaging

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: volunteering@culturecoventry.com

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