Role: Reading room volunteer

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. 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 require volunteers to assist and supervise researchers within the reading room. Volunteers will have to explain how the reading room works, inform users of regulations and be willing to assist with research. Training will be provided on the use of indexes, computer database access and microfilm readers. Guides will be available for consultation. You will also need to be physically fit as the return of books to shelves and regular tidying will be required as part of this role.

Main Duties and Activities

- Assist the Collections team members with set up and close down of the reading room
- Ensure researchers follow the regulations as set out by the Coventry Archives and Research centre
- Shelf checking, tidying and return of library material to ensure material is in the right place
- Assist researchers in guiding them to appropriate resources

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