Plymouth City Council

Role title: Cataloguing Volunteer

Section: Plymouth & West Devon Record Office

Responsible to: Archivist

Purpose of the role:

- Working as part of a small volunteer team, cataloguing archives onto CALM cataloguing software, enabling public access to the Plymouth City Council website

Tasks:

- Undergoing training on use of CALM cataloguing package
- Identifying and describing archival material for data entry on CALM
- Cataloguing photographs on to CALM software
- Placing archives in acid free packaging where appropriate
- Numbering and labelling items and boxes
- Locating boxes on strongroom shelves
- Entering location data on location change sheets
- Any other clerical duties as necessary

Benefits:

- Meeting new people
- Learning new skills
- Build confidence
- Experience of working in archives
- Working in a small and friendly team
- Opportunity to participate at events held in the record office and at outside events, as well as social activities

Experience and Knowledge:

- Previous experience is not essential as induction and training will be given
- An interest in local history is desirable
- Willingness to work in a team

Duration: Negotiable, standard ½ day commitment per week