



## **Collections & Research Library Volunteers**

Collections & Research Library Volunteers are trained by staff to aid in research services and collections management. Volunteer tasks include fulfilling research requests, assisting researchers, pulling material, and informing researchers of other resources available. Volunteers may also aid in performing research for publications and education programs. When not assisting researchers directly, volunteers assist with collections projects such as cataloging and housing. Training is required.

### **Essential Duties and Responsibilities:**

- Facilitate research appointments by gathering archive material in advance, sharing other related resources to visitors, and monitoring access and use of collection material.
- Help with organizing research requests, photo reproduction, artifact, and archive files.
- Scan images, digitize documentation, or take digital photographs of collection material as needed.
- Assist in cataloging and recording movement of collections and reference materials.
- Assist with provenance research.
- Assist in routine housekeeping of the archive storage facility and Research Library.

### **Requirements**

- Availability up to 4 hours a month with flexible hours.
- Have an appreciation of history and a passion to share it!
- Effective oral and written communication skills
- Have some basic computer skills, such as command of Microsoft Office AND/OR have a willingness to learn new computer skills
- Ability to work independently
- Organized, detail-oriented
- Friendly and helpful demeanor