

Ahmed Iqbal Ullah Education Trust

Central Library, MCC, PO Box 532, Albert Square, Manchester. M60 2LA

Volunteer Library and Archive Assistant

**Main purpose – To help improve
public access to the archive and
library service**

<p>What would I be doing?</p>	<p>Supporting the archives and library service by:</p> <ul style="list-style-type: none"> • Simple cataloguing and listing of archives and special collections • Digitisation of archives, special collections and local studies collections • Typing up of transcript catalogues and card indexes • Indexing and transcribing of collections • Shadowing staff on the public service • Helping with written and email enquiries • Repackaging of collections and simple conservation work • Giving support for a wide range of promotional events and exhibitions • Providing specialist expertise or knowledge on a particular project <p>(Volunteering may include one or more of these tasks, which will be agreed prior to starting)</p>
<p>When can I do my volunteering?</p>	<p>Most volunteering opportunities are at Manchester Central Library. Our office hours are Mon-Fri 9am-5pm.</p> <p>There may also be opportunities to volunteer from home, usually on projects which involve word processing, transcribing or indexing.</p>
<p>Where will I be volunteering?</p>	<p>You will be volunteering at Manchester Central Library.</p>
<p>Who will be there with me?</p>	<p>Staff at Manchester Central Library Other archives volunteers</p>

<p>Support and Review</p>	<p>Regular support and guidance will be given by a named library contact.</p>
<p>Training, Resources and Information</p>	<p>A full induction will be given, and further training offered where appropriate.</p>
<p>Am I right for this opportunity?</p>	<p>This opportunity would suit someone who has:</p> <ul style="list-style-type: none"> • Good communication skills • An understanding of ICT and the ability to assist others in the use of ICT • A passion for rare books / history / genealogy • An attention for detail • Works well with others • Able to carry archives for short durations and distances • Willingness to adhere to security and preservation guidelines
<p>What will I get from volunteering?</p>	<p>Some of the benefits are:</p> <ul style="list-style-type: none"> • Gaining experience of working with archives and special collections. • Acquiring basic archival skills and a good knowledge of how an archive service operates • Valuable training and experience that can be included in CVs and job applications • Satisfaction from helping people to discover and enjoy archives and rare books.