

Volunteer Role Description

Local History Volunteer

(indexing Rugby Advertiser cuttings)



What is a Rugby Advertiser cuttings Volunteer?

A Local History Volunteer who indexes Rugby Advertiser cuttings helps the Library Service by recording cutting details in an Access database, making the information more accessible to the public. This role has been specifically developed to tackle a significant donation from the Rugby Advertiser.

What's in it for you?

- Working on a specific project independently
- Adding resources to the Local History collection for posterity to be used by the local community
- Learn more about your local area

What's involved?

With guidance and training from library staff, the volunteer will:

- Take an existing cutting, check master list and select a heading or create a heading (following guidance given) and record the information in the database

This role will suit people who

- Are aged 18 or older
- Are able to follow guidelines and instructions
- Are methodical, concise and are able to check their work to ensure accuracy
- Have sound ICT skills, in particular working with Microsoft Office Applications
- Have an interest in the history of the local area
- Have confidence to undertake a task independently
- Have good communications skills and are able to explain to members of the public what is involved in their library volunteer role
- Have a basic understanding of how the Library Service operates, either in general terms or from personal experience
- Have the ability to cope with the duties and responsibilities of the role and the associated environment, including an understanding of health and safety
- Are willing to wear a library volunteer badge in a public space

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Extra information

Your place	Rugby Library
Time commitment	2-3 hours per week
Volunteer Coordinator	Specific role nominated within Rugby Library
Training/Resources	You will receive an induction with a member of library staff and training with a Local History Librarian prior to starting volunteering. Upon completion of this you will be provided with corporate volunteering wear and/or a badge.

About Warwickshire Libraries and One Stop Shops

From our 19 council-run Libraries and One Stop Shops across the county, our network of mobile libraries and other community services as well as our 24/7 online library we help customers discover new authors, meet new friends, learn new skills, and find the information they need to live, work and study well. We are the “front door” for local council and community services countywide.