

Volunteer Role Description

Local Studies Volunteer

(indexing newspapers)



What is an Indexing Newspapers Volunteer?

A Local Studies Volunteer who indexes newspapers helps the Library Service by making library resources more accessible for newcomers and existing customers.

What's in it for you?

- Expanding your knowledge of the local area; people, events, and places
- Finding out about the period of time the newspaper is from
- Learning how to use a basic Access database
- Creating something useful for customers

What's involved?

With guidance from library staff, the volunteer will:

- Find local births, deaths and marriages listed in local newspapers on microfilm
- Record information about the individuals by hand on paper, following specific instructions
- Log on to a library computer and add the information to an Access database

This role will suit people who

- Have strong research skills or have undertaken family history, historical or other research
- Are able to follow guidelines and instructions
- Are methodical, concise and are happy to check their work to ensure accuracy
- Have a passion and enthusiasm for history
- Are happy to undertake a task independently
- Will not be upset by reading potentially disturbing information (for example, reports relating to an accident, death or war)
- 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
- Have sound ICT skills, in particular; working with Microsoft Office Applications

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Extra information

Your place	Specific library, either Leamington, Nuneaton or Rugby
Time commitment	3 hours per week
Volunteer Coordinator	Specific role nominated within Leamington, Nuneaton or Rugby Library when a vacancy arises
Training/Resources	You will receive a 2 hour induction and meet with a Local Studies Librarian prior to starting volunteering. Upon completion of this you will be provided with corporate volunteering wear and a badge.

About Warwickshire Library and Information Service

The Library and Information Service is a vital community resource available to everyone whatever their age, tastes, needs and interests. Our libraries are comfortable welcoming places open throughout the week and weekends, with our mobile libraries taking much needed resources to rural and urban areas.

Our aim is to develop a service for the 21st century, which offers the people of Warwickshire, libraries that they value and use on a regular basis. Reading and learning, lending and reference along with online services will be at the core of what we offer and our libraries will become centres of excellence and remain at the heart of the local community. We will be the “front door” for local council and community services countywide.