



LOCAL HISTORY ARCHIVIST: VOLUNTEER POSITION DESCRIPTION

Please note that this is a volunteer position.

POSITION NAME: LOCAL HISTORY ARCHIVIST

POSITION CATEGORY: CIRCULATION SERVICES, REFERENCE SERVICES

Time Commitment: Flexible; minimum of 3 hours per week.

POSITION DESCRIPTION:

As needed: inventory, label, barcode the Town of Woodbury historical collection of books and materials. Review materials in the collection and create a bulleted list of specialized information contained in each of the items. Scan historical documents and photos for digital archiving and preservation.

QUALIFICATIONS:

- Ability to carefully work with an aged and specialized collection of materials.
- Ability to work with digital scanning equipment, after training.
- Ability to type and save information into a document using Microsoft Word.

COMMITMENT:

- Ability to commit to 1 month.

RESPONSIBILITIES:

- Create/keep documentation on the specific items in the collection.
- Communicate with Library staff on progress.