

Education and Families Local Studies Volunteer

Local Studies looks after a wide range of publications and materials relating to the history of North Lanarkshire and its previous administrative areas. Our resources include books, photographs, maps, newspapers, microfilm, dvd, ephemeral and digital records.

Through volunteering with us you will contribute to ensuring that these records will be available to researchers for generations to come. At the same time you will benefit by furthering your own career and ambitions in the heritage sector and/or feed your passion for local and family history.

What's Involved

Volunteers will work within a small and friendly team based in our Local Studies Reading Rooms in North Lanarkshire Heritage Centre, Motherwell or Airdrie Library. You will be involved in a range of tasks to make the Local Studies collections more accessible to the public. These tasks will include:

- Assisting with the listing of records
- Assisting with the indexing of records
- Assisting with the updating of catalogues
- Assisting with the digitisation of records
- Assisting with additional tasks supporting the running of the service

Tasks will vary according to the workload of the section.

What will you get out of it?

All volunteers will receive training in the following aspects of Local Studies work:

- Induction to the Local Studies Service and its place within North Lanarkshire Council
- Introduction to indexing and listing standards
- Regular support and instruction for specific tasks

You will also acquire the following general transferable skills:

- Computing skills (word processing, email, spreadsheets, internet)
- Interacting effectively with colleagues, users and other stakeholders
- Research skills
- Written communication skill

How much time should I give?

The required level of commitment from the volunteer is a minimum of one half day per week for three months.

