

Archives Volunteer

North Lanarkshire Archives looks after the historical records of North Lanarkshire and its predecessor administrations as well as of businesses, individuals and organisations in the North Lanarkshire area.

Through volunteering with us you will contribute to ensuring that current and future generations will be able use these records for their research while furthering your career ambitions in the heritage sector and/or feed your passion for local or family history.

What's involved?

Volunteers will be based at North Lanarkshire Heritage Centre in Motherwell working with our small and friendly team and with original records. They will be involved in a range of tasks, which will make the archives collections more accessible to the public through listing, indexing or digitisation work. These can include:

- Assisting with the listing or indexing of records
- Assisting with the digitisation of records
- Assisting with basic preservation measures
- Assisting with updating of catalogues

What will you get out of it

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

- Induction to the archives and its place within North Lanarkshire Council
- Introduction to archival listing, cataloguing and preservation standards at basic level
- 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 skills

For pre-course work experience placements:

Your volunteer placement will assist you in demonstrating (among others):

- The importance and purpose of archives management for society and individuals

- Knowledge of the current profile of record keeping within the Scottish local authority sector
- An archive's relationship with its users and other stakeholders
- Legislative and standards environments at a basic level
- Current professional issues and drivers
- Participation in service functions and activities

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. Block placements not exceeding two weeks are also possible.