



Volunteer Job Description

Feilding & Districts Community Archive
c/- The Coach House Museum
121 South Street, Feilding

Date: _____

VOLUNTEER NAME: _____

ADDRESS: _____

Phone: _____ Email: _____

JOB CONTEXT

The Feilding & Districts Community Archive exists to add value to the local community and the many visitors to the Archive and Coach House Museum by welcoming all visitors to explore the diversity of the horse drawn era, along with the agricultural and social history of the wider Manawatu area. To ensure the visitor has a rewarding experience, volunteers can:

- 1) Work with a range of partnerships which integrate us into the wider community.
- 2) Work with iwi in the spirit of the Treaty of Waitangi, embodying concepts such as mauri, kawa, mana and wairua maori.
- 3) Building and properly care for the collection of priceless treasures we hold in trust for the community.
- 4) Provide our visitors with friendly, high quality service and ensuring equitable access to all, providing maximum community benefits from the resources made available to us.
- 5) Provide staff with training and development required to enable them to carry out the objectives of the Archive.

JOB PURPOSE

Volunteers of the FDCA

The volunteer workforce needed to organise and efficiently maintain the Archive can be divided by tasks into three groups – Conservors, Past Perfect Data Entry, and Research Hosts.

Conservors – Arrangement and Description Workers

- 1) Once material has been appraised it is left in 'new archive' boxes along with a hand written receipt form which includes the Acquisition Number.
- 2) The material is to be cleaned, put into photograph enclosures, acid-free containers or flattened out.
- 3) A handwritten description is made [using recycled photocopy paper and pencil], making as full an entry as possible to describe each item. Each item is given an Object ID number made up of the accession number followed by the number of the item in the donation [ie. 2020.341.01]. This is to be written in pencil on the reverse side of each item near the top left hand corner.
- 4) All items in their correct order along with the receipt form uppermost, next the handwritten description, are to be placed in a box or folder awaiting accessioning onto Past Perfect. A supervisor will allocate a shelf

location ID for each appraisal, attach a box # label, and include a written instruction with the material ready for the next process.

PP Data Enterers

- 1) Material is taken from the 'new archive' box and entered into PastPerfect as catalogue records within the Accession already assigned.
 - 2) The material will have already been given a shelf location for storage in the archive room and this is to be entered onto the record as work proceeds.
 - 3) Once accession of the material is complete the worker will check the material is stored in order.
 - 4) A printed report of the boxes contents is to be generated and included in the box.
 - 5) A label showing Accession # is to be attached to the box at bottom left, using an adhesive stick on label holder.
 - 6) The box is then to be returned to the Archive Room to its allocated permanent storage space.
 - 7) Print a copy of the 'Accession with Details' form, attach this to the original receipt form and any other paperwork and put them in the Secretary's file for any administration work to be completed.
- A supervisor will recheck the order of the material against the report form. The Object ID numbers and shelf location will also be checked.
- 8) A second printed report of the catalogue records is to be printed, label with the number of the storage box, and placed in the manual filing system.
 - 9) The nominated person will initiate processing 'Letters of Thanks' or 'Deed of Gift' forms as required.

Research Hosts

- 1) Are to be on duty to help researchers and public queries.
- 2) This could incorporate a person from the above two groups who will be duty host for the day.
- 3) After introductions and welcomes are established the host will ascertain the research project subjects using the Information Request Form. Searches can be conducted in the lobby by either the researcher or host, using the search options of PP.
- 4) The researcher can be shown the operational manual for Past Perfect so they can operate the program independently if preferred.
- 5) Other catalogues that list the material held at the archive can be utilised.
- 6) If material needed is not yet entered into PastPerfect, then the host can retrieve the needed material to the lobby where the researcher can be shown the correct procedures to use the boxed archive papers. The host will remain with the researcher at all times to ensure correct handling. Only one box at a time will be allowed into the lobby area. As viewing of the box is completed, it will be packed and returned to the workroom and the next item taken from the archive room. All movement of records from the storeroom are recorded in the Archives Register.
- 7) Any requests for photocopying can be processed. Research fees can be collected and the appropriate forms filled in for mailing out copied material or photos.
- 8) All items taken from the archive room will be returned to the workroom area to be checked by a supervisor and re-sorted into the correct order if needed. Items can be tagged if they are to be photocopied and sent to the researcher. Once checked, the supervisor will replace the retrieved file or box to its correct location on the archive shelves, noting this action in the Archives Register.