

VOLUNTEER POSITION: LOCAL HISTORY (TEENS)

SUPERVISOR: LOCAL HISTORY LIBRARIAN

LOCATION: MAIN LIBRARY

DESCRIPTION:

Greater Sudbury Public Library's Local History Department is committed to the preservation and promotion of published materials concerning the Greater Sudbury region. Local history volunteers will assist with the preservation of the local history collection through the production of preservation-quality scans of publications, microfilm, photographs, slides, and negatives. This position is limited to the Main Library due to the specialized equipment required and the unique nature of this collection.

TIME REQUIRED:

Local History Volunteers' initial training session is approximately 2 hours, with microfilm training requiring an additional hour. Volunteers will be asked to select a consistent time-slot in order to accommodate limited equipment. **MINIMUM COMMITMENT:** Volunteers must be willing to commit to a minimum of 1 hour per week, for no less than 3 months.

TASKS:

1. Attend an orientation & training sessions prior to volunteering.
2. Announce yourself to the Main desk staff upon arrival; collect your binder and materials to digitize.
3. Scan materials and save to USB/flash drive or external hard-drive.
4. Enter data and appropriate file naming conventions.
5. Enter completed hours on timesheet and have library staff sign after each shift.

QUALIFICATIONS:

- Must have an interest in local history and proficiency in computers and technology.
- Volunteers should be able to work independently, focus on detail, and follow instructions.
- Volunteers **must be age 16 and older**, unless part of a supervised Co-Operative Education Program in which case applicants may be assessed on a case-by-case basis.

SCREENING MEASURES:

An application form must be completed. Students must attend an interview and orientation.

ORIENTATION & TRAINING: An orientation session and package of information are provided.

Updated: 2019 May