

Norfolk Record Office - Volunteer Role

Title	Assisting with Collection Care
Location	Norfolk Record Office (NRO) at The Archive Centre.
Time	At least three hours each week.
Purpose	To surface clean documents from the NRO's collections (in particular, maps from the Francis Hornor archive (BR 276/1)) and to record basic condition information.
Length of volunteering opportunity	Indefinite
Duties	<ul style="list-style-type: none"> • To surface clean documents with vacuum cleaner, brushes and smoke sponges • To note key condition information and other information as required • To repackage documents where necessary • To label documents (if required) on labels provided.
Skills /experience/ personal qualities	<ul style="list-style-type: none"> • An aptitude for accuracy and ability to work in a methodical way • Ability to work independently • Ability to handle documents in poor condition with care, so as not to cause further damage • An interest in the preservation of archival documents.
Training we will provide	<ul style="list-style-type: none"> • How to surface clean archival documents • How to order documents from the NRO searchroom • Document handling.
Health and Safety within the role	The smoke sponges used to surface clean documents contain some latex. Where a volunteer has an allergy of latex, the NRO will source sponges which do not contain latex. For some maps, protective masks may be worn. No other risks have been identified within this volunteer role. However, your supervisor will tell you about basic health and safety awareness during your induction. They will make you aware of any health and safety responsibilities within the building in which you will be volunteering.
NRO supervisor	Jenny Watts/Collection Care staff
Review date	A review will take place after 4 sessions
Additional information	Two named referees will be required for this volunteer role.

