

Norfolk Record Office Volunteer Role: Archive Packaging and Seal Sock Group

Location

Norfolk Record Office (NRO) at The Archive Centre.

Time commitment

The group meets for a two-hour session every 4- 6 weeks.

Purpose

To assist in the long-term preservation of the NRO's collections by improving the packaging of documents. This may include placing documents into archive-quality enclosures and boxes; removing metal fastenings and rubber bands; surface cleaning documents (if needed); and sewing foam seal socks to protect document seals.

Length of volunteering opportunity

Expected to last for at least six months.

Duties:

- To repackage documents into archive-quality files and envelopes, copying any labels from the original folders to the new ones.
- To remove metal paper clips, rubber bands and other fastenings which damage documents, replacing them with brass paperclips, archive-quality tape or by placing groups of documents into archive-quality enclosures
- To re-box documents into archive-quality boxes and label the boxes
- To compile lists of the box contents, if required
- Basic surface cleaning of documents with a brush, if required
- To sew protective foam seal socks to help preserve document seals.

Skills/experience/personal qualities:

- Ability to handle documents with care, especially any in poor condition, so as not to cause further damage
- Ability to work in a methodical way, maintaining the original order of loose papers as they are found
- Ability to transfer information accurately from old folders and boxes to their replacement enclosures.
- Ability to sew
- An interest in the preservation of archival documents.

Training we provide:

- Document handling.

Health and safety within the role

No special 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 supervisors

Nick Sellwood/Karen Gaffney/Jenny Watts.

Review date

A review will take place after 4 sessions.