



VOLUNTEERING AT CASTLE DONINGTON MUSEUM COLLECTION CARE

Opportunity to join the team assisting with the accessioning, cataloguing, storing and preservation of objects and documents in the collection or assist with specialist identification, curation and transcription. The team has developed a wide range of skills such as restoration, librarianship, object identification and archive management to the Museum.

The team is committed to providing the best care that is possible for the collections held at the Museum, thus enabling the public to benefit from well preserved and displayed materials that are fully catalogued and easily accessible.

Responsible to: *Curator*

Tasks and Responsibilities

- 1) Ensure that the Object Entry Form is completed every time an object or document is deposited.
- 2) Ensure that the depositor has legal title to the objects being deposited.
- 3) If possible ascertain who owns copyright of the objects being deposited.
- 4) Ask what the depositor would like done with the object should the museum decide not to keep it.
- 5) Determine if the objects satisfy the museum's retention criteria set out in its aims.
- 6) File the Object Entry Form.
- 7) Assign a collection number to the object.
- 8) Carry out any basic conservation work if required (e.g. cleaning, removal of staples, etc).
- 9) Complete an Accession Form for the object and pass to the computer operators for adding to MODES.
- 10) Label the object or document with its collection number.
- 11) Pack the object in archive grade tissue for objects or archive paper for documents, clearly labelling the packing with the collection number and a brief title.
- 12) Work towards the team goal of making the Collection more accessible to users.
- 13) Interpret and possibly transcribe historic forms of handwriting.
- 14) Incidentally help with health checking for pests and damage.
- 15) Being generally friendly to other volunteers and visitors, and create a welcoming atmosphere.
- 16) Support research requests.
- 17) Help train new volunteers in accessioning and cataloguing.

Skills required:

- 1) You will be a neat and methodical worker
- 2) Be honest and reliable
- 3) Happy to work as part of a team
- 4) Pay attention to detail
- 5) Have reasonable handwriting
- 6) If confident and willing to there are opportunities to train people in accessioning and cataloguing

Benefits to the volunteer:

- 1) Experience of volunteering in a museum.
- 2) The opportunity to work with trained staff.
- 3) Access to the museum's collections.
- 4) The ability to contribute towards the preservation of local collections and making them more accessible for visitors now and in the future.
- 5) Opportunity to develop new skills.
- 6) A chance to have your work published in promotional material, at talks and online
- 7) Your work used to make the collections within the museum store easier to access.

Hours/time commitment:

Volunteers are asked to commit to attending regularly.

The museum is usually open Tuesday and Thursday mornings between 1000 & 1230.

Location:

Castle Donington Museum

Training:

Training will take place at the Museum. Training is informal, and a significant amount is 'on the job'. Volunteers are encouraged to attend external training courses in addition to the on the job training.

Insurance, Policies and Expenses:

Volunteers working at the Museum are insured: details are displayed in the museum.

Volunteer expenses are available as per the Museum Volunteers Policy.

Volunteers are expected to comply fully with all relevant museum policies.