

# LIBRARY/ARCHIVIST VOLUNTEER

## *Position Description*

### **SCOPE OF DUTIES:**

This is an unpaid position that will assist with cataloging research materials, including books, periodicals, maps, charts, manuscripts, microfilm and other materials. The volunteer will assist staff members in locating and borrowing materials and will take a leading role in the cataloging, sorting and storing of research files and creating user guides for these collections.

### **VOLUNTEER WORK LOCATION:**

This position will be stationed at the Mackinac Island State Park Commission's mainland administrative office in Mackinaw City. If the individual is asked to go to park sites on Mackinac Island, the park will provide the necessary round-trip boat tickets.

### **COMMITMENT AND HOUSING:**

We will remain as flexible as possible to accommodate the individuals' schedule. We ask that an individual who lives locally agree to commit to a minimum of ten hours per week for this position. If an individual does not live in the local area and would require housing, we will attempt to provide housing for you. In this instance we would require a commitment of a minimum of one week with 32 hours of service for the week. Any additional weeks you would be available to volunteer would be appreciated, but please note that extended MSHP housing is dependent upon availability although we will make every attempt to accommodate the individual.

### **RESPONSIBILITIES:**

#### **Cataloging:**

- ◆ Identify duplicate books within the collection
- ◆ Accession and catalog new and previously unprocessed books into the library collection
- ◆ Verify originality of maps, charts and plans waiting to be processed
- ◆ Accession, catalog and store new maps, charts, plans, manuscripts, microfilm and other material.
- ◆ Create and maintain accession records and catalog cards

#### **Library Maintenance**

- ◆ Shelve new books
- ◆ Assist staff and visitors in locating research materials, photographs, books, etc.
- ◆ Oversee staff use of library materials, assist with checking out and returning books
- ◆ Request return of borrowed materials at end of season or when needed by another staff member
- ◆ Maintain current periodicals and journals



### **Archival activities**

- ◆ Sort, cull and organize administrative files
- ◆ Maintain 'vertical file' of research materials, photographs, etc.
- ◆ Create user guides for various materials within the library

### **GENERAL POSITION REQUIREMENTS:**

1. Must be a minimum of 18 years old
2. Good organizational skills
3. Familiarity with management of history collections and/or library materials
4. Willingness to learn general history of the Straits Region and MISPC organizational history
5. Familiarity with Microsoft Access or similar databases
6. Ability to assist and interact with other staff members and the public on occasion

### **PHYSICAL REQUIREMENTS:**

1. Ability to lift, carry and shelve books and boxes of archival materials
2. Ability to stoop, bend, and climb stairs
3. Ability to sit and stand for extended periods of time

### **SUPERVISION:**

This position does not supervise other volunteers or staff members. The registrar trains and supervises this library/archivist position.