



Heritage Data Tidying Volunteer

Lewisham Heritage, as part of the Lewisham Libraries and Heritage Service at Lewisham Council, is looking for detail orientated, self-motivated volunteers to help tidy our catalogue records.

Lewisham Heritage collects, preserves and makes available the records and history of Lewisham and its communities. As we prepare for our move back to the newly refurbished Lewisham Library, we are working to prepare for a new Catalogue Management System by tidying our existing data, to provide better access to our records and archives.

1. The role

Main Purpose of the Role	<ul style="list-style-type: none"> • To support and assist in the tidying of data and creation of collection structures to prepare for a new Catalogue Management System. • This role can be undertaken onsite in the Heritage Reading Room or remotely. • Volunteers should have access to a suitable device to carry out the role or be able to access a Library PC.
Duties	<ul style="list-style-type: none"> • To tidy the data and metadata of the collections as directed by the Heritage Team. • To correct any simple errors in the data as directed by the Heritage Team. • To flag any complex errors in the data to the Heritage Team.
Skills & Experience required / desired	<ul style="list-style-type: none"> • Good user knowledge of Microsoft Excel, or equivalent. • An interest in the work and activities of the Heritage Service and its collections. • A basic understanding of how the Library and Heritage Service operates, either in general terms or in the candidate's personal experience. • Reliable, confident and responsible individual, with enthusiasm and effective interpersonal skills. • The ability to cope with the duties and responsibilities of the post and the associated environment, including an understanding of health & safety.
Training available	<ul style="list-style-type: none"> • All volunteers are required to complete a brief induction, including an introduction to Library and Heritage Services, and if necessary, to their library site. • All volunteers will be provided training with the Heritage Team regarding their role and will be assigned a member of staff to manage them.
Reporting to	<ul style="list-style-type: none"> • The Archivist and Local Studies Librarian.



2. Time Commitment

- Start date as soon as possible.
- Minimum 4 hours per month.

3. Why Volunteer with Lewisham Libraries and Heritage Services?

Benefits	<ul style="list-style-type: none">• Work within a forward looking, vibrant team that offers a friendly and supportive environment.• Build and develop archive and cataloguing skills through your experience and training/learning opportunities.• Enhance the 'experience' section of your CV with specific reference to the Heritage and Archive sector.• References can be provided upon request at the discretion of the Heritage Staff.• Travel expenses will be paid.
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4. Location

Remote or in person in the Heritage Reading Room, Catford Library by arrangement with the Heritage Team.

5. How to apply

Complete the application form at <https://forms.cloud.microsoft/e/mTfAVS94mA> or email local.studies@lewisham.gov.uk for a copy of the application form.

Email local.studies@lewisham.gov.uk or call 020 8314 8501 for more information or to discuss the role.