

## STEAM - Museum of the Great Western Railway

<b>Title of role</b>	<b>Library Volunteer</b>
<b>Purpose of Role</b>	To work as a part of the Library volunteer team helping sort, catalogue and document the large collection of archive photographs and historic journals held at STEAM. To assist the Curatorial team with historical enquiries and research visits to the Library.
<b>Main Activities or Duties</b>	<ul style="list-style-type: none"> <li>• Sort and identify uncatalogued photographs</li> <li>• Create information sheets for each photograph</li> <li>• Create and update records on the Library computer database for the photographs and journals</li> <li>• Undertake some historical enquiries</li> <li>• Assist researchers to the Library</li> </ul>
<b>Requirements</b>	<p>This role would suit someone with a passion for railway and/or social history. The role also requires:</p> <ul style="list-style-type: none"> <li>• Ability to work as part of an established team</li> <li>• Ability to work under direction</li> <li>• An understanding of historic photograph handling</li> <li>• Basic knowledge of computer databases</li> <li>• Good attention to detail</li> </ul>
<b>Benefits</b>	<p>There are lots of personal benefits to volunteering at the museum, whatever your motivation or long term goals. Benefits to you include:</p> <ul style="list-style-type: none"> <li>• Becoming part of a friendly and dedicated team</li> <li>• Gaining new skills</li> <li>• Improving your communication skills</li> <li>• Meeting people from all walks of life and making new friends</li> <li>• Finding out more about the history of the GWR</li> <li>• Improving your CV</li> <li>• Enjoying new experiences and learning something new every day</li> </ul>
<b>Training</b>	<p>Volunteers will receive an induction to the building, training in their task and access to any other training required to carry out the role.</p> <p>Volunteers can complete training through Swindon Borough Council and the South West Federation of Museums if it is useful to their role.</p>
<b>Time commitment requested</b>	Library volunteers work in the Library Mondays and Thursdays. We would require a commitment of at least one half day per week, or one full day over two weeks. The hours of work are from 9.30am to 4pm.