

SANTA ANA PUBLIC LIBRARY

Volunteer Job Description

Preservation Assistant

Duties

Assists History Room staff in protecting the longevity of the historical heritage of the City and of the County by preserving and processing historical materials in a variety of formats

Qualifications

- Ability to work independently
- Good organizational skills
- Computer skills (desirable)
- Detail oriented
- Enjoys working hands on with historical materials
- Minimum age, 16 years

Responsible To

History Room Assistant Librarian

Responsibilities

- De-acidify Historical Documents
- Update and process materials onto a computer file
- Photocopy historical documents onto acid free paper
- Digitize images as well as other print objects
- Index various newspaper articles as well as historical document collections
- Complete work in a neat and accurate manner with a minimum of distraction to others
- Fulfill agreed upon commitment, or give supervisor sufficient notice if unable to complete assignment

Training Provided

- Orientation to the library, including safety procedures
- Orientation into some tasks of historical preservation

Benefits of Volunteering

- Gain valuable hands on experience in the field of historical preservation
- Learn how to digitize historical materials
- Develop skills in historical research
- Free library card

Time Commitment

Minimum of two hours per week

Minimum commitment of one year

Contact Person

Cheryl A. Eberly, Volunteer Coordinator

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