



**VOLUNTEER POSITION:  
Adult Services - Idaho Room Archives**

**Overview for Archive Volunteers**

Archive Volunteers work with the Reference Librarians to organize and maintain both physical and digital materials in our Idaho and Pacific Northwest History Collection. They may also be asked to assist with projects and research. Interested parties must fill out a TFPL Volunteer Application and be interviewed.

**Duties and Responsibilities**

Volunteers will assist with basic processing needs, including digitization, preservation and storage; indexing and providing descriptions; and organization and entering metadata. Other tasks based on the unique qualifications and skills of the volunteer will be considered.

**Qualifications**

Volunteers should demonstrate:

- A strong interest in local and Idaho history.
- Experience with computers and various applications such as databases, spreadsheets, word processors, and image software.
- An ability to communicate clearly (and legibly) in writing.
- Well-developed organizational skills and the ability to work alone as directed by a supervisor.

**Expected Commitment**

It is preferred that Archive Volunteers provide a regular commitment, on either a weekly or monthly basis, though all scheduling must align with that of the Reference Department. A limited commitment for a special project may be considered on a case-by-case basis.

*Board Approved 4/2022*