

Peterborough & District Family History Society

Job Description for the Archivist

NOTE 1: This may possibly be combined with the Webmaster's Role (see "Combination Reasons").

NOTE 2: Committee members are elected at each AGM but specific roles are allocated at the next committee meeting.

The Archivist is a member of the Committee.

The role of the Archivist is to administer all aspects of the recording, indexing and preservation of the Society's Archives and make them available to both members (via the website) and non-members (by personal visit to the Archivist's house/convenient place).

Where appropriate the Archivist will also arrange the publication of extracts from the archives for sale to the general public. It is now Society policy to digitise as many archives as possible and only to retain them in other formats where it is considered vital to do so e.g. parchment original wills.

The Archivist either undertakes the following tasks, or delegates them to another person/organisation and ensures that they have been carried out.

Having received documents that are relevant to family history research, the Archivist will first decide if they should be included in the Society's Archives:

- IF THEY ARE NOT then the Archivist will attempt to pass them onto another organisation/individual who finds them relevant.
- IF THEY ARE then the Archivist will process them in accordance with the Society's processes for the preservation and publication of archives as follows:
 - Scan the document and save as a PDF to the "Archive Computer";
 - Allocate a unique reference number and appropriate title to the file and, where relevant, indicate within the file that the contents are subject to the Society's copyright;
 - Extract all names in the document and add to the "Archive Names Index" spreadsheet;
 - A double-check for accuracy should be undertaken.
 - EITHER place the original document with the Society Archives OR destroy it;
 - It may be appropriate to pass it on to another organisation e.g. the Peterborough Local Studies Centre.
- Once a year and in conjunction with the Webmaster:
 - Update the Archives Names Index on the Society's website;
 - Add all the new PDF files to the relevant sections on the Society's website;
 - Send a summary of the new additions to the Society Secretary for inclusion in the email advising renewing members of the new Members Area password.

Combination Reasons

This role can be combined with that of Webmaster because:

- Archive PDF files need to be uploaded to the Members Area of the website;
- Updated Archive Names Index sheets need to be uploaded to the website.

Skills Required

- To have secure password protected access to a computer and printer, and the ability confidently to use them to:
 - Scan and save PDF documents;
 - Produce and save Jpeg documents;
 - Update Excel spreadsheets;
- To have organisational skills;
- To have the ability to plan own work, work on own initiative and meet deadlines;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be flexible.