

## **Local & Family History**

**Branch:** [Main Library](#)

**Department:** [Local & Family History](#)

**Time Involvement:** Varies, usually 2-4 hours once or twice per week

**Possible Projects:** Volunteers typically work on one or two projects at a time, based on the department's needs and the volunteer's interests and abilities.

- Shelf-read books and assist with reshelving
- Photocopy fragile newspaper clippings and then file copies in new filing system
- Assist with withdrawing items
- Look up newspaper articles such as obituaries in microfilm collection
- Other projects as available.

### **Qualifications:**

- Ability to follow verbal and written instructions
- Ability to stand, bend, stoop or to sit for extended periods
- Ability to read regular size print and have manual dexterity
- Ability to use the following office equipment: stapler, scissors, typewriter, photocopier, computers; willingness to learn to use microfilm readers and printers
- Ability to be accurate and detail oriented
- Ability to perform data entry (typing using keyboard)
- Knowledge of and comfort with computers (using mice and clicking, opening and using any software)

### **Special Volunteer Requests for Local & Family History:**

- Volunteer to photocopy fragile newspaper clippings for preservation purposes and to type labels for the documents. Requires ability to stand at photocopy machine, type on a typewriter, and keep papers in order. No computer skills needed. (1 or more needed)
- Volunteer to look for obituaries on microfilm. Requires patience, great attention to detail, willingness to ask questions when unsure about how to proceed, and ability to tolerate looking at microfilm for long periods.

Complete an application at SJCP's Main Library, available in Local & Family History Services on the 2nd Floor or in the Administration Office on the 3rd floor. Contact information for two references is required.

**Drug testing and a criminal history check are required as a condition of volunteering at SJCP for ages 18 and over. Any offer of volunteerism is subject to the applicant passing a drug-screening test.**