

# **THE LIBRARY AND MUSEUM OF FREEMASONRY**

## **Library Volunteer**

The Library and Museum came into being in 1837 as the Library of the United Grand Lodge of England. It houses 60,000 books, periodicals, pamphlets and manuscripts on freemasonry and related subjects. The collection ranges from early 18<sup>th</sup> century masonic song books, to mid Victorian periodicals to contemporary academic works. There is also a substantial collection of non-published material produced by lodges for their own members. The library is a reference only collection housed in lockable cases and rolling stacks in multiple locations within Freemasons' Hall. The library team is responsible for the long term preservation of this collection and is committed to making it accessible for research.

## **Role description**

The purpose of this role is to help the library team ensure that the collection is organised, preserved and made accessible to researchers.

Duties may include:

- Retrieve and re-shelve books and periodicals for library readers
- Shelf tidying and some basic preservation work
- Filing of reference materials such as lodge files, biographical files and subject files
- Assisting library users
- Registering new readers, adding new readers to the readers database and issuing new library cards
- Some basic library cataloguing

## **Person specification**

This role will suit volunteers who are keen to work with library collections in a heritage sector environment.

Volunteers may already have experience working in an archive, library or museum, or they may be looking to develop new skills in this area. Volunteers will have at least some of the following skills, experience and qualities but previous experience of working in libraries is not a requirement. Volunteers seeking practical experience before or as part of a library qualification are welcome to apply.

- An interest in volunteering in a heritage environment
- Good accuracy and attention to detail
- ICT skills including competency in the use of MS Office
- Excellent verbal and written communication
- Effective team working skills
- Knowledge of European languages and/or other European countries would be particularly welcome

## **What's in it for you?**

- The chance to gain experience of working in a specialist library with historic collections
- The satisfaction of contributing to running of one of the world's largest collections of masonic books
- An opportunity on an occasional basis to meet other heritage sector volunteers

The Library and Museum of Freemasonry is committed to equal opportunities and welcomes volunteers from all backgrounds. No prior knowledge of freemasonry is required.