



Library Assistant – Reading Room Explainer

Black Cultural Archives is a national institution dedicated to collecting, preserving and celebrating the histories of diverse people of African and Caribbean descent in Britain. Using our unique collection, we will promote the teaching, learning and understanding of the African peoples' contribution, which will enable the public to learn and connect with hidden histories, creating an experience to uplift and inspire.

Black Cultural Archives requires volunteers to supervise researchers within the reading room. Library assistants will have to explain how the reading room works and be willing to assist researchers. Library Assistants will also need to be physically fit as the lifting and retrieval of boxes from up and down stairs, together with the pushing and pulling of trolleys, will be required as part of this role.

Tasks

- Assist the Collections team members with set up of the reading room, including: returning of any material from the previous day's reading room activities, setting out material before researchers arrive
- Ensure researchers follow the regulations as set out by Black Cultural Archives
- Keep regular checks on material in use, ensuring correct placement of retrieval slips for return or reservation
- Shelf checking of library material to ensure material is in the right place
- Return library books after use to their shelves and record usage as set out by BCA
- Assist with closing down the reading room at the end of the day.

Skills

- Attention to detail, particularly observation and record keeping
- Good communication and interpersonal skills
- Basic knowledge of Microsoft Office
- Knowledge/interest of Black British history is desirable.

In return for contributing time, effort, and skills as a Library Assistant, volunteers will receive the following:

Support

- Training and induction
- Supervision and guidance from BCA staff, including quarterly progress meetings
- Volunteer meetings
- Volunteer policies and procedures that ensure a fair and equitable experience

Benefits

- Specialised training in invigilation techniques
- Opportunities to work with archive professionals, researchers, and unique resources
- Learn new skills and increase abilities
- Reimbursement of approved expenses

Black Cultural Archives is a welcoming space for everyone to learn, explore and become inspired by Black British heritage and history.