

## **The Gwynedd Archives Service Volunteer Policy**

### Purpose of the Policy

Volunteers are invited to undertake some aspects of the work of the Gwynedd Archives Service. The Service is committed to developing, encouraging and supporting voluntary work as and when appropriate. In so doing we recognise that the purpose of voluntary work is to contribute to the work of the Service and not to undertake the duties of employed staff.

### The Volunteers

Volunteers are asked to complete an application form which asks for two references. Volunteers will also be asked to visit the record office for an interview where it will be possible to identify the individual volunteer's skills and strengths and to thereby identify suitable work.

The Service reserves the right not to accept a volunteer or to terminate the arrangement.

The volunteer will be expected to comply with Gwynedd Council's regulations and policies.

The final decision on accepting a volunteer rests with the Chief Archivist.

### The Work

Volunteers will be accepted to undertake the tasks of the Archives Service when that is deemed appropriate.

A member of staff will be appointed to set work for the volunteer and to maintain supervision.

A plan will be drawn up of tasks and goals to be achieved by the end of the voluntary period.

Any training will be organised prior to undertaking the work.

The voluntary period will be stated clearly so that the volunteer and Service are aware of and agreed as to what is expected during the voluntary period.

The volunteer will be expected to adhere to the set timetable and to inform the Service of any changes.

Any work produced during the voluntary period will be the property of the Archives Service.

There are many opportunities available for volunteers to undertake archives tasks; please remember, however, that it is essential for both the Service and volunteers to benefit from such an arrangement. It is essential that the Service respects the volunteer and that the volunteer understands the needs of the Service, staff and users. Volunteers can make a valuable contribution to the work of the Archives Service and can benefit from developing skills, confidence and interests.

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