

## Archivist Volunteer job description—

Primary responsibility will be operation of the Pacific Northwest Historical Society center in collaboration with the board.

- Encourage and seek material donations for archival storage.
- Guide and assist volunteers, researchers, genealogists, historians, and others interested in biographical, family, institutional, and Anabaptist/ Mennonite histories.
- Oversee accessioning and de-accessioning materials
- Build relationships with church and public constituencies
- Collaboration with other Mennonite Historical Societies
- ex-officio member of PNMHS Board

## Current Volunteer Staff

Archivist: Oversee the collection and preservation of material related to Mennonite history in the Pacific Northwest. Preservation will be to Society of American Archivists protocols.

Photo Archivist: Maintain photo collection, digitize photo, assistant to archivist, technical support.

Family Historian: Build and maintain family/genealogy files (articles, obituaries, cemetery records), customer service.

Librarian: Responsible for book/periodical collection. Duties are accessioning, deaccessioning, maintaining online

## Processes—

Circulation of archived materials will be in house, preferably one item at a time.

Accessioning: Will be per form and will show classification, labeling, preservation requirements.

De-accessioning: Will be per form and show cause and disposed.

Restricted Records: Will be proscribed at accession. They will be flagged in the records catalogue and also flagged in the collection physically (with a red dot or something similar).