



the Charterhouse

Volunteer Role Description

Role Title:	Library Cataloguing Volunteer (Thackeray Collection)
Role Purpose:	Helping make the Thackeray Collection accessible to the public by cataloguing and classifying a variety of materials.
Role Description:	<ul style="list-style-type: none">• Classifying and cataloguing the collection.• Ensuring that all records, including location data, are kept up to date.• Helping with any preparations to make the collection accessible to the public in the near future.
Role Reports To:	Ellie Darton-Moore, Museum and Collections Manager
Where:	The Charterhouse Charterhouse Square London EC1M 6AN
When:	To be agreed. Ideally two days a week.
Duration:	Three months.
Who we are looking for:	<ul style="list-style-type: none">• Experience of library cataloguing.• An interest in making collections accessible to the public.• Good written communication skills and attention to detail.• Enthusiasm and ability to use own initiative.• An interest in history and willingness to learn about the history of the Charterhouse. <p>The Charterhouse is open to all. We welcome applications from people of all abilities, backgrounds and communities.</p>
Commitment to you:	As Library Cataloguing Volunteer, you will have the opportunity to: <ul style="list-style-type: none">• Receive full training and support to fulfil the role.• Develop your cataloguing skills.• Learn about Thackeray's work, 19th century literature and the history of the Charterhouse.• Meet new people and take part in special activities organised for volunteers.
Why We Want You:	The Charterhouse has had a long and remarkable history from the mid-14 th century to the present day, as a Carthusian monastery, Tudor mansion, Victorian school and almshouse. Our incredible site has also borne witness to key events such as the Black Death, Henry VIII's dissolution of the monasteries, the Civil War and Second World War.

	<p>The collection was left to the Charterhouse on the death of James A. Waley-Cohen in 1963. It consists of around 500 books and journals; two boxes of sketches and letters by the author educated at Charterhouse School; and some cartoons by John Leech who illustrated many of Thackeray's novels.</p> <p>The Waley-Cohen collection has recently been relocated to two dedicated study rooms where it will be accessible to researchers. In preparation for this, volunteers will be instrumental in ensuring that all records are kept up to date, so future users can access the varied resources of the collection.</p>
Notes:	<p>We will reimburse volunteers for lunch and travel expenses up to £10 per day and provide refreshments in break times.</p>
How to apply:	<p>To apply, please complete an expression of interest form and send it to: sara.manzanares@thecharterhouse.org</p> <p>Deadline for applications is Wednesday 13th September 2017</p> <p>Informal interviews will take place on Monday 18th and Wednesday 20th September 2017.</p>