



Volunteer Role Description

Volunteer opportunity: Conservation Volunteer – Local Studies and Borough Archives collections

Service: Culture Team

Overseen by: Collections & Assets Manager

Summary:

The Amelia will offer an integrated local studies centre which will offer users access to a single resource for studying all aspects of the story of Tunbridge Wells and the High Weald. This new volunteer role will help us improve the long-term preservation of collections, whilst developing new skills, making new friends and uncovering hidden histories.

The work is currently organised in two stages:

1. surface cleaning and rehousing
2. book-binding

Volunteers may choose to help with one of these stages or undertake both stages of the project.

The Local Studies collection includes images, maps, plans and, ephemera, books and pamphlets, and bound volumes of local periodicals and newspapers. There are prints, photographs, postcards and architectural plans illustrating local places, events and people from the town and the surrounding rural areas.

The Borough Archives hold a comprehensive collection of minute books, press cutting albums and other documents covering the complete history of local government in Tunbridge Wells from the Local Board of 1835, through incorporation as a borough in 1889 to the present day. The collection also contains records from Cranbrook and Tonbridge Rural District Councils which were incorporated in the present borough in 1974, and from local societies, churches, businesses and other organisations.

Following induction and training, it is hoped that this project will begin in autumn 2019.

Main Activities:

- Learning how to create acid free book jackets, and rehouse volumes within the Archive.
- Learning how to surface-clean volumes and documents.
- Writing conservation condition reports for volumes and documents.
- Learning book-binding techniques and applying them to the collection.
- Opportunities to collaborate with staff at The Amelia to encourage more people to think about local history, the collections and our local archives.

NB Full support and training will be given. No previous conservation experience is necessary.

Made possible with the support of:



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