

Oceanside Public Library
Volunteer Job Description

Local History Researcher

Purpose: To assist in responding to obituary and other local history requests and to help with basic archival and preservation tasks involving the local history collection.

Qualifications: Ability to search microfilm/fiche using a microfilm/fiche viewing machine. Interest in local history, good command of the English language, able to work with minimum supervision, and must possess good organizational ability and attention to detail.

Responsibilities: Searching library records in response to a variety of requests, maintaining proper care and maintenance of all documents handled, creating digital records, and working on various historical projects as needed.

Training Provided: A review of the historical collections and information on the proper care and use of historical items will be given. Staff will provide individual training for special projects and the use of required machinery.

Time Commitment: Two hours per week.

Length of Commitment: Minimum six month commitment requested.

Responsible to: Monica Chapa Domercq, Adult Services Manager, 760-435-5586

Contact: Cheri Noel, Volunteer Coordinator, 760-435-5564