

Fort Sackville Foundation

Reading, Research Resource Coordinator —Volunteer Position Job Description

A member of the Fort Sackville Foundation (FSF), the volunteer Reading, Research, Resource Coordinator:

- Reports to the FSF Executive Committee and works collaboratively with FSF executive and coordinators.
- Communicates with the Archivist on all shared materials.
- Recruits and welcomes volunteer members to the RRR Committee.
- Works with committee members to determine a work plan for the season and assists them in selecting projects.
- Encourages research on community heritage.
- Encourages the printing of monographs and booklets by Fort Sackville Press.
- Ensures the copyright forms are obtained where appropriate and that signed forms are listed and filed.
- Maintains a list of all library holdings.
- Reviews the library holdings each Spring and Fall to confirm that all materials are present and appropriately shelved.
- Selects, reviews and/or recycles library holdings.
- Maintains a record of Fort Sackville Press materials available at the Bedford Public Library and adds to the library holdings with newly printed monographs of Fort Sackville Press.
- Actively liaises with the Bedford Public Library.
- Continues development of a master list of all resources.
- Ensures that policies and procedures are in place for access, use and security of resources.
- Maintains and catalogues all Bedford Family files and Bedford Community files.
- Maintains “the Christie Collection” of news clippings relating to Bedford.
- Maintains, catalogues and stores all audio tapes, video tapes and DVD’s. Works toward having these files in a format that can be accessed by researchers.
- Maintains the Bedford Heritage ’80, Lew Turner and Fort Sackville Foundation Photo Collections.
- Ensures the safety of the Photograph Collections and provides public access through various computer sites. Ensures that there are digital copies and duplicate storage “off-site”.
- Reviews all printed resources and Fonds offered to FSF and recommends acceptance or return to donor.
- Ensures printed resources are catalogued, labelled and stored. Maintain a copy of the inventory lists.
- Ensures audit of printed resources annually.
- Provides opportunities for researchers to access resources.
- Ensures that access is supervised.
- Participates in orientation of summer staff regarding holdings – their significance to Bedford history and the location of research materials available to the public.
- Oversees research undertaken by summer staff.
- Prepares an estimate of expenses for the annual budget deliberations.
- Prepares an annual report of RRR activities