

The Wiener Holocaust Library

Digitisation Assistant

We are looking for reliable and enthusiastic volunteers to help evaluate and create an inventory of the Library's LP (vinyl) Collection. This role is to be undertaken at Senate House Library, University of London and will work towards the eventual cataloguing and digitisation of the collection. Due to the nature of the recordings, good German language (listening) abilities are essential.

You will need:

- Using listening facilities at Senate House Library to listen to individual LPs cover to cover.
- Establishing the condition of each LP and separating items which are no longer listenable. Separating damaged material from that which is in good condition.
- Creating an inventory of each LP for later digitisation.

What skills and experience will you gain?

- Develop your skills in handling archival material.
- An understanding of the care and prioritisation of material in variable condition.
- Experience in cataloguing material for digitisation.
- Drafting abstracts and comments relating to the archival material to aid in digitisation.
- Prioritising material and time management skills.
- Knowledge of the Library and its collections.
- Access to the Wiener Holocaust Library and Senate House Library, University of London.

All digitisation volunteers will attend an induction at the Wiener Holocaust Library to learn about its history and our current work.

No prior experience is required and full training will be provided.

To apply please email tcollins@wienerholocaustlibrary.org with a CV and a short covering letter briefly explaining your interest in the role and your skills and experience.