



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

The Riverside Church Archives Volunteer Application Form

CONTACT INFORMATION:

Name:

Street Address:

City, State, and Zip Code:

Phone:

Email:

AVAILABILITY:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours					

VOLUNTEER INTERESTS:

Please indicate what type of work you are interested in undertaking for the archives:

- Research Archival Processing/Inventorying
 Digitization Indexing
 Cataloging/Finding Aids Special Events
 Rehousing/Preservation Education & Programming
 Oral Histories Other

Please indicate what type of archival materials you would like to work with (*examples: Council Minutes, Artworks, Photographs, etc.*):



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SPECIAL SKILLS AND QUALIFICATIONS:

Education *(please also indicate field of study, if applicable):*

Have you had any kind of archival training before? Yes No

Are you skilled in:

- archival research data entry word processing editing
- archival processing transcription Microsoft Office writing
- Adobe Suite/CC content management systems/databases Digitization

Summarize special skills or qualifications you have acquired from employment, previous volunteer work, or through other activities:

Languages *(please list languages and your proficiency – elementary, limited working proficiency, professional working proficiency, fluency/native):*

PREVIOUS VOLUNTEER EXPERIENCE:

Organization	Type of Experience	Dates

Signature: _____

Date: _____

Thank you for your interest in volunteering with The Riverside Church Archives. We will contact you when we have a project that fits your skills and interests.



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Riverside Church Archives Volunteer Guidelines

When working in the Riverside Archives please adhere to the following guidelines:

1. All coats, bags, and laptop cases must be set aside from your work area.
2. No eating or drinking is permitted in your work area or near any archival materials.
3. When you arrive, please notify a staff member and we will bring out the archival materials you are working on. When leaving for the day, notify a staff member and return all archival materials.
4. If you need access to any of the archive storage rooms, please ask a staff member.
5. Use only pencil when working near archival materials. No pens, markers, or highlighters are allowed.
6. Do not write on or mark-up archival materials. If you have a note regarding the materials that you wish to convey to a future researcher, please write it on the folder.
7. When working with archival materials, you may use a notepad, paper, or computer/device to take notes. At this time, The Riverside Church Archives does not have a spare computer for use, but you may use a personal device.
8. Never remove any archival materials from the designated work areas.
9. Please handle all archival and art materials carefully. Do not lean on, write on, fold, or trace materials, or handle in any way that may damage them. Do not fasten materials with staples, paper clips, or rubber bands. If working with books, use book cradles at all times. If working with art, never transport a work by yourself, always ask a staff member, who are trained in art handling.
10. Volunteers may be required to use white cotton gloves, page turners, book cradles, or other special equipment while handling certain collections.