



VOLUNTEER OPPORTUNITY

Artifact Rehousing Project: Photographs

Please take special note of key requirements in **orange**.

Purpose of the Volunteer Opportunity

The purpose of this volunteer opportunity is to ensure the long-term preservation of our photograph collection by updating its storage environment to one that will be safer for the artifacts. There are over 4,000 photo prints in our collection.

Goal

The volunteer will work with a Collections Manager to change out the current photograph storage materials. This involves removing the photograph print from its existing polyethylene sleeve (like a sheet protector), inserting it in a new one, and placing in a new storage box.

Work Schedule

This opportunity is scheduled to run until the project is complete. The anticipated schedule would be **four days per month, for three to four hours between 9am – 2pm, on Mondays and/or Fridays**. Work schedule will be set on an agreed-upon day/time when the Collections Manager is available.

Duties

All tasks will be performed independently, with a Collections Manager available nearby to address questions.

1. While wearing nitrile gloves, remove photo from its existing 3-ring binder, remove photo print from its plastic sleeve, and immediately put the print into a new plastic sleeve.
2. Place photos into new storage box.
3. **Keep close track of photo order and box placement.**

Training

Lorraine Scott will provide an overview of the project and will be on hand for questions throughout its completion. Training will be provided in safe object handling.

Requirements

This project requires sitting for long periods of time and the ability to navigate safely around collections storage areas (3rd floor). Access to the 3rd floor is secured, so volunteers will need to follow specific access instructions. The work will require **hand dexterity**, and **attention to detail** is very important. Volunteer must adhere to all handling requirements and collections management instructions. While a benefit of this project is the opportunity to see many historic photographs, the project will not allow prolonged observations or discussions of photo content.

Supplies and Equipment

The U.S. Naval Undersea Museum provides all supplies needed to perform this duty. No alternate products may be used. Volunteers will be required to **wear nitrile gloves while working with artifacts**.

Contact

Contact Lorraine Scott at lorraine.v.scott.civ@us.navy.mil if you have **questions** about this opportunity, or Mary Rogers at mary.u.rogers.civ@us.navy.mil if you are interested in **helping** with this project.