

Te Haahi Tuuhauwiri

The Religious Society of Friends (Quakers)

Yearly Meeting of Aotearoa New Zealand

Yearly Meeting Archivist – Job Description

Background

The activities of the Yearly Meeting generate material that could be of value in the future. This material is indexed and preserved as archives.

The archives are held the annex, Mt Eden, Auckland.
Access is arranged with the archivist.

Responsibilities/Tasks

The archivist is responsible for receiving minutes of ANZYM committees and related documents, recording their receipt in an accession and disposal book together with dates. Photographs are retained and wrapped in such a way as to prevent invasion by pests. Knowledge of these holdings is important so that enquiries can be answered. The disposal or loan of any material from the archive is recorded.

The archivist encourages Friends working on behalf of the Yearly Meeting to maintain and retain records that may be of interest and then, when such material is no longer being used, to send it to the archivist. Depositors should be encouraged to sort their deposit before handing over to the archivist.

Receipt is acknowledged, and if it's not already clear, information requested on the expectations of the contributor. Sometimes sensitive records are kept sealed, and only made available after some time. The deposit is accessioned and after culling and indexing remains intact. Every 10 years (00)these are deposited with the Alexander Turnbull Library.

As increasing amounts of material are kept in digital form the archivist needs to be familiar with archiving and providing access to digital records.

Prepare a budget each August for the following year and forward to the YM Treasurer.
Provide an annual report for Documents in Advance.

Time involved

An average of over an hour a week though more at times.

As the archives are held in Auckland, travel and accommodation may be involved. Accommodation will be made available at Friends' Centre and travel costs reimbursed.

20 July 2018