

# **QUAKERS in YORKSHIRE**

## **Role Description**

**Title of role:** Custodian of Yorkshire Quaker Archives

**Length of term of service:** 4 years (renewable)

### **What the role entails:**

The Yorkshire Quaker Archives are held on long-term deposit in the Special Collections department of Leeds University Library. They consist of the records of Yorkshire Quarterly Meeting, Yorkshire General Meeting, Quakers in Yorkshire, Area and Local Meetings in West Yorkshire.

The day-to-day care of the archives is in the hands of the professional staff of the Library, who produce materials for use in the reading room when requested, answer routine enquiries, and undertake cataloguing and numbering tasks when new records are deposited.

The role of the Friend Custodians is

- to liaise between Quakers in Yorkshire and the Library;
- to provide input on policy from a Quaker point of view;
- to report triennially to Quakers in Yorkshire on the development and physical well-being of the archives and on the use made of them by researchers;
- to approve (or otherwise) requests from researchers to be allowed to consult or copy material less than fifty years old;
- to encourage local and area meetings to deposit non-current records with the Library on a regular basis; and, depending on personal inclination, to undertake (on a voluntary basis) more detailed listing and/or enquiry work than the staff of Special Collections have time for.

### **Desirable skills, experience and availability of training:**

It is envisaged that the Custodians will have a strong interest in Quaker history and in the preservation and exploitation of the physical records of this history; be of a methodical turn of mind, with an interest in modern methods of communicating the existence and content of the archives to a wide audience; and be enthusiastic about informing the Quaker community in Yorkshire about the importance and strength of the archives.

### **Frequency of meetings and the time commitment envisaged:**

The Custodians meet as necessary and agree amongst themselves the tasks to be undertaken. Members communicate by phone or email to organize the activities.

### **Keeping Friends informed:**

It is desirable to keep the Clerks of Quakers in Yorkshire informed of any relevant developments. Reports to a meeting of Quakers in Yorkshire should be made every three or four years.

Financial support is available for travel to/from Leeds.

**Date:** 22 May 2017