

## **3.3 Volunteers**

### **3.3.3 Policy relating to volunteering**

The contribution that volunteers make to the Archives is much appreciated and highly valued. However, in order that Volunteers, their work and their requirements do not impinge unduly on the work of the Archives and the Archivist, the ARP Committee has introduced the following measures which the Committee hopes will benefit both the Archivist and the Volunteer.

1. Volunteers are requested to give the Archivist at least a fortnight's notice of their wish to volunteer.
2. In view of the limited resources and staff, only two Volunteers at a time will be accepted.
3. Volunteers are invited to contribute in either of the last two weeks of any given month; this will allow the Archivist the first two weeks to complete archival work without distraction.
4. A Tuesday start to the volunteering week is strongly recommended as the archives staff comprises only the Archivist who may, for unforeseen reasons, be prevented from being in the Archives first thing Monday. In such an eventuality, Volunteers can be notified by the monastery office prior to their journey.
5. In view of distance, cost etc., separate conditions for Volunteers from outside Western Australia and overseas exist and will be negotiated with the Archivist and the Communications Officer on an individual basis.