

Lancaster City Museums Collections Audit: Volunteering



Lancaster City Museums is undertaking an audit of our collections information. Audits are undertaken to check the accuracy of information that is held about museum objects, including object number, description and location. Between now and February 2027 we aim to audit as much of our collection as we can and we're looking for people who would be interested in helping us.

The Role

Volunteers working on this project will be working with museum staff and other volunteers to check the information held in our collections management system against real objects on shelves, and in displays. This would involve working from lists provided from the collection system, moving, checking, and photographing objects from the collection, and ensuring that you record accurate information about them.

You do not need any previous experience or prior knowledge about history or museum collections as museum staff will be on hand at all sessions.



Time and Place

Each session will be 4 hours long and will take place every other Monday between now and February 2027. You don't need to be available for 100% of the sessions but we would like volunteers to be able to attend as many sessions as possible to help with consistency. Although most of the sessions will take place at Lancaster Maritime Museum, there will also be sessions at Lancaster City Museum.



Things You Might Need To Know

- Much of this project will take place in museum stores. The stores are a cramped environment with low ceilings and awkward steps in places.
- Stores often include shelves up to 2 meters high. Volunteers and staff will be moving objects and boxes from high shelves.
- Access to areas where work will take place is up five flights of stairs. Unfortunately, there is no lift access to this area.
- All required training will be provided, so no prior knowledge is needed. Volunteers will need to attend training sessions at the museum on object handling, hazards in museum collections and manual handling.

Getting in Touch

If you are interested in helping with this project we would love to hear from you. Please email Collections Registrar Rachel Roberts on rroberts@lancaster.gov.uk. Please include any relevant experience and the contact details of someone who would be happy to provide a reference.

We're also happy to answer any questions you might have on the same email address.

