

IMPERIAL VALLEY DESERT MUSEUM VOLUNTEER ORIENTATION

As a volunteer, you are performing a “job” for the museum. The following activities will be covered on your first day; these are the areas volunteers are responsible for during their shift. Every effort by staff and other volunteers will be made to ensure new volunteers are comfortable and confident in their role. If there are any questions, please don’t hesitate to ask.

Your trainer will mark each item as it is reviewed and you will sign at the bottom. One copy of this list will remain in the volunteer’s personnel file as confirmation that these items were discussed. One copy will remain with the volunteer for reference.

General Guidelines

1. Track your hours at the beginning and end of your shift in the Volunteer Time Sheets Binder located in the curation lab. This assures that your volunteer hours are recorded and also serves to identify your presence in case of an emergency. You will only be credited for recorded hours. If you should be in the building but not scheduled as a volunteer, then you come under the classification of “visitor”.
2. Be aware of the contents of the Volunteer Manual. It contains documents and procedures that safeguard our visitors, volunteers, staff and collections, as well as outlines duties for specific volunteer positions. Your trainer will set aside time for you to review the Manual and address any questions or concerns.
3. The emergency meeting place is at the picnic table closest to the parking lot.

Front Desk Operation

1. Security of the collections is a primary concern of the museum. Though things may appear to operate informally, we work to very high museum standards.
 - Food and drink is **not** allowed in the museum except under certain events. Drinks in closable containers may be kept at the desk during your shift.
 - The front desk should not be left unattended during open hours. That doesn’t mean you are chained to it, but please arrange for someone to cover you for breaks.
2. Greeting visitors
 - Be friendly and conversational. You are welcoming visitors into *your* community museum. Make them feel at home. Find out why they are visiting today and what they might be interested in knowing more about.
3. Tracking visitors on the Count sheet
4. Surveys
 - When possible have a conversation with visitors and record their observations instead of asking them to fill out a paper. People are much more open when it’s not “official”

II. Daily Operations, Opening and Closing Procedures

A. Opening Procedures

It is important that proper security procedures are followed in the opening and

closing of the museum each day. What follows is general opening and closing procedures that should be followed by staff charged with this duty

1. Staff reports by 9:30am. First staff member in should use the side laboratory entrance and turn off the alarm. All others should use front doors.
2. Complete a walkthrough of museum exhibits, bathrooms, and side hall. Turn on lights and electronic exhibits. Ensure museum is clean and ready for the day.
3. Unlock front public entrance at 10am.

B. Closing Procedures

1. At 3pm check restrooms for remaining visitors and any maintenance issues.
2. Complete walk through of exhibits. Turn off all lights and electronic exhibits.
3. Lock front doors.
4. Count out and deposit gift shop sales, secure iPad, gift shop money in office.
5. Secure all keys in the office.
6. Ensure curatorial storage areas are secured and all barrier doors are closed.
7. Check to ensure that all exterior doors are locked.
8. Alarm to be set by last person to leave building through side laboratory entrance.

Volunteer Curation Procedures

1. Security of the collections is a primary concern of the museum. Though things may appear to operate informally, we work to very high museum standards.
 - Food is restricted to the break room to discourage pests. Drinks in closable containers may be kept near the lab sink.
 - Wash hands before touching artifacts.
 - No volunteers shall have access to the collections, as per the IVDM Collections Management Policy.
2. Review Curation Handouts:
 - i. Temporary Catalog Sheet and Codes for 2012 Inventory
 - ii. Guidelines to Handling the Collections
3. Types of Curation work:
 - Cataloging: Using computers, volunteers record information about artifacts and collections.
 - Box of artifacts in temporary storage chosen and transported by Lab Supervisor.
 - Blue archival storage box with collection name & volunteer initials provided by Lab Supervisor.
 - Boxes filled to 30lbs ± 5lbs.
 - Artifacts cataloged and handled according to *Temporary Catalog Sheet for 2012 Inventory* and *Collections Handling Guidelines*. All anomalies or questions addressed by Lab Supervisor and documented in Notes field and in 2012 Inventory report.
 - Labeling: Volunteers replace temporary tags with permanent, non-acidic paper.
 - Cut and organize labels.
 - Place archival paper label in the bag, foiled-backed label sticks on the outside of the bag in the upper right hand corner.
 1. Illegible labels will be reprinted.
 - All artifacts return to the box from which they were removed.
4. Clean Up: 30 minutes before closing.
 - All artifacts that have not been inventoried will be returned to the lab shelves by Lab Supervisor.
 - All archival boxes will be returned to the collection storage rooms by Lab Supervisor.
 - Volunteers will wipe down their workstations and assist with sweeping and other cleanup activities as directed by Lab Supervisor.

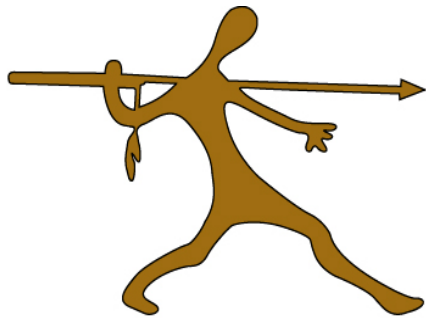
I, the undersigned, have reviewed the above information with my trainer and understand the responsibilities and expectations of my role as a _____.

Volunteer Signature

Date

Print name

Print Trainer Name



*Imperial Valley
Desert Museum*

Volunteer Orientation Handout

Imperial Valley Desert Museum
Ocotillo, CA