



# Volunteer Role Description

## Collections Cataloguer

**Purpose:**

To assist the collections team with maintaining and updating library collections and documentation.

**Hours:**

Flexible but usually one session per week of approx. 3-4 hours.

**Responsibilities:**

- Scanning and photographing items for digitisation in conjunction with the New Forest Knowledge project.
- Ongoing cataloguing of the existing collections within the Library
- Catalogue and label new items that come into the current collection
- Maintain the location of library collections enabling easy access for all.
- Ensure Library is ready for visitors in the morning and is kept clean and tidy at all times.
- Ensure that Library equipment is working and report any defects.
- Be observant whilst in the Library with regard to the safety and security of the collections.

**Skills Needed:**

- ✓ An interest in the social and cultural history of the New Forest
- ✓ PC skills especially use of spreadsheets (e.g.Excel) and the internet.
- ✓ Ability to work in a Library environment and understand the arrangements within it.
- ✓ Ability to use own initiative
- ✓ Communication skills to liaise with the collections team.

**Contact:**

Email: [library@newforestheritage.org.uk](mailto:library@newforestheritage.org.uk)

Tel: 023 8028 6150

Call in at the New Forest Heritage Centre and ask for Kath Walker or Suzie Moore

**To Apply:**

Complete Volunteer expression of interest form on website or request a form using email above.