



Volunteer Role Description

Collections Cataloguer

Purpose:

To assist the collections team with maintaining and updating collections and documentation in the Christopher Tower New Forest Reference Library

Hours:

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

Responsibilities:

- Scanning and photographing items
- Ongoing cataloguing of the existing collections within the Library
- Cataloguing and labelling new items that come into the 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 – desirable but not essential
- ✓ Ability to work in a Library environment and understand the arrangements within it
- ✓ Ability to use own initiative
- ✓ Communication skills

Contact:

Email: kath.walker@newforestheritage.org.uk

Tel: 023 8028 6156

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

To Apply:

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