

## Role Description: Library Volunteer (cataloguing)

<b>Location:</b>	The David Attenborough Building, Cambridge
<b>Supervisor:</b>	Lizzie Sparrow, Leventis Library Manager
<b>Suggested commitment:</b>	3 – 10 hours per week

### Background

The Cambridge Conservation Initiative, CCI, seeks to transform the global understanding and conservation of biodiversity and the natural capital it represents and, through this, secure a sustainable future for all life on Earth. CCI co-located to a Conservation Campus in the David Attenborough Building in central Cambridge in December 2015. CCI Services Ltd provides services to the residents of the Conservation Campus.

The A.G. Leventis Library & Information Service, is part of CCI Services Ltd. Based in the Conservation Campus, it is a hub of knowledge and information services for the CCI community, as well as for visitors to the Campus. The Library & Information Service enables the residents of the Conservation Campus to access information they require for their work, via provision of collections, expert advice and information skills training. A key tool to connect library users with the information they need is the library catalogue which can be accessed and searched online. The catalogue refers users to both print collections held in the A.G. Leventis Library and to free online resources.

### Purpose of Role

To support the Leventis Library Manager in making information resources available and findable to the CCI community.

### Main Tasks

- Enter details of library resources (both print and electronic) into library's database (known as cataloguing)
- Assign shelf locations to books and reports based on their subject using in-house scheme
- Label and shelve library resources
- Other tasks which match your skills and interests as agreed with the Leventis Library Manager

The Leventis Library is a single open plan room and the Library Volunteers' desk is next to the Library Manager's desk. So you will be working with other people around you, and with the Library Manager on hand to assist you as necessary, but the work is independent in nature.

## Person Specification

This role would be ideally suited to someone who would like to support nature conservation through an office-based role, or someone who would like to work in libraries and is looking to develop their cataloguing skills. No prior experience of cataloguing is required as full training will be given. What we are looking for is an aptitude for the tasks required and a willingness to learn.

### Essential requirements

<i>Knowledge &amp; skills</i>	<ul style="list-style-type: none"><li>• Strong computer literacy &amp; willing to learn how to use library-specific software</li><li>• Attention to detail</li><li>• Able to work methodically and follow instructions</li><li>• Accurate typing</li></ul>
<i>Interpersonal skills &amp; communication</i>	<ul style="list-style-type: none"><li>• Happy to work independently for most of the time</li><li>• Reliable and punctual</li><li>• Fluent English</li></ul>

### Additional useful knowledge and skills

- Interest in conservation
- Knowledge of botany, conservation, environmental science, zoology or a related subject
- Fast typing speed

### How to apply

For more information and to apply for the role, please contact Lizzie Sparrow, the Leventis Library Manager:

01223 331322

[lizzie.sparrow@cciservices.co.uk](mailto:lizzie.sparrow@cciservices.co.uk)