



VOLUNTEER JOB VACANCY

Library Volunteer

The Expatriate Archive Centre collects and preserves original source material documenting the social history of expatriate life for academic researchers. We are based in The Hague and have a small, dedicated staff. We are supported by an enthusiastic team of volunteers of different backgrounds, nationalities, and ages..

Our small but growing library contains print, audio-visual, and electronic resources with the primary focus of providing volunteers and researchers on-site access to complementary material about the various aspects of expatriate life.

Tasks and responsibilities:

- Minimum of 1 day per week (6 hours) a week
- Further develop and maintain cataloguing and shelving procedures for a small library
- Perform cataloguing and classification of print, audio-visual and electronic resources
- Further develop and maintain an accurate inventory of resources
- Enter cataloguing data into the library's cataloguing system
- Process resources for placement on shelf
- Ensure efficient retrieval by users

Requirements:

- Knowledge of the organisation and structure of a small library
- Good command of spoken and written English
- Ability to work independently with minimal supervision
- A proactive and enthusiastic attitude
- Be able to volunteer a minimum of one day per week for at least six months.
- Good computer skills: some experience with library software and on-line bibliographic utilities is a plus

We offer:

- Training on the job
- A professional work environment
- A great volunteer team to work with and a lot of fun
- Unlimited chocolate
- Superb lunch discussions!

If you are interested in this volunteering opportunity, please send a copy of your CV and a brief motivational letter to welcome@xpatarchive.com.

For more information about the Expatriate Archive Centre, visit www.xpatarchive.com.