



## 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;
- Experience with library software and online bibliographic utilities is a must.

We offer:

- Training on the job;
- Professional work environment;
- An opportunity to enhance your computer, archiving, and management skills.

All volunteers need to have a valid working permit for the European Union, whether working at the EAC office or remotely.

If you are interested in this volunteering opportunity, please send us your CV and a brief motivational letter to [welcome@xpatarchive.com](mailto:welcome@xpatarchive.com).

For more information about the Expatriate Archive Centre, visit [www.xpatarchive.com](http://www.xpatarchive.com).