



Individual Volunteer Job Description

Job Title: Interpretation-Library Cataloger

Job Code: I-LIB-CA

Volunteer Name (please print): _____

Organizational Affiliation (if applicable): _____

Master Agreement (form OF301A): **Attached** **On File in VIP Office**

Note: This is **not** a Volunteer Agreement. This Job Description is only valid if a *Master Volunteer Agreement* (form OF301A) is either attached or on file in the Volunteer Office. Volunteers may not work without a completed Volunteer Agreement and appropriate Job Description(s).

Duties:

Any alterations or additions must be accompanied by the park staff supervisor's and volunteer's initials.

Description of work to be performed, including minimum time commitment required.

The ROMO Library is part of the greater NPS library system and the ROMO museum collections. Part of the requirements for NPS libraries is to have Library of Congress arrangement and catalog records. The ROMO Library is changing from the Dewey Decimal System to Library of Congress (LC) and needs a volunteer to help with the following duties:

1. Updating and creating LC catalog records in the Voyager database
2. Labeling and physically arranging books according to LC standards
3. Coordinating with the museum curator regarding rare items, scientific reports, and primary documents
4. Referring research requests to the curator

The occupant of this position will not be responsible for the day to day management of the library. This is a full time position, 32-40 hours. Paid housing is available for the winter season.

Experience and familiarity with Integrated Library Systems and Library of Congress cataloging is required. Voyager preferred.

A Library Science degree and experience with cataloging government publications and scientific reports/theses is a plus, but not required.

Volunteer's Signature & Date

Supervisor's Signature & Date

Supervisors Only

Government Vehicle Required?

Yes No

Valid State Driver's License

If the volunteer is required to drive a government vehicle, please verify that he/she possesses a valid state driver's license. DO NOT make a copy of the document.