



# Royal Engineers Museum

## **Role Title: Library Volunteer – Book cataloguing**

**Purpose:** To assist curatorial staff with cataloguing the RE Museum's Library book collection.

**Location:** Royal Engineers Museum, Library & Archive, Gillingham

**Reports to:** Deputy Curator (Collections Management)

**Time Commitment:** One day a week for three months with the possibility of renewal by mutual consent.

### **Key Responsibilities:**

- Assist the Curatorial staff with the cataloguing the un-accessioned book collection
- Assigning UDC library numbers to books
- Data entry onto adlib, the Museum's database
- Assist curatorial staff in making the museum collection accessible through the development of the online catalogue
- Assist the Curatorial staff with the cataloguing of new material for the library
- Other duties as assigned

### **This role would suit someone**

- interested in heritage/libraries
- who is able to work well on their own
- who has a good level of computer literacy
- who has good communication skills
- With a methodical approach and attention to detail

**Experience:** No experience is necessary but the following would be an advantage:

- Knowledge of library coding systems, specifically UDC (Universal Decimal Classification)
- Previous experience of working with Library collections including rare books

**Training:** Training will be provided in the UDC coding system, object handling and the Adlib database as well as any other areas deemed appropriate.

Please note, depending on the voluntary role you register for references and official checks will be carried out.

For more information or to register, please email: [docsofficer@re-museum.co.uk](mailto:docsofficer@re-museum.co.uk)