

Volunteer Job Description

Title: CPAWS Librarian

Purpose:

We receive numerous reports and books that we would like added to our library and entered into our library database for future reference and to assist us with research projects. The database is used to search for items by keywords.

Deliverables:

- New items to the library physically placed in their correct category in the library;
- Reference information for each new item entered into our library database;
- A list of new items in the library (compiled using the Library software) after each data entry session.

Tasks:

1. When new items are placed in the Library inbox, first check the database to ensure it is not already in the library.
2. Assign new items a call number, based on their topic.
3. Enter all the relevant reference information in the library database, including keywords
4. File hard copies in the library. Digital copies are filed on the X-drive.
5. Compile a list of new items in the library after each data entry session. This list will be sent around to all staff members so that they are kept up to date on items in our library.

Qualifications

You must be comfortable working with databases. Our library database is housed in a library software package called ProCite. You do not have to be familiar with this software but you do have to be willing to learn how to use it. The supervising staff member will train you in the use of the software. You must also be able to develop keywords for reports and books by quickly browsing the book, reading the table of contents, etc. Knowledge of environmental issues will help you develop keywords.

Timeframe

This is an ongoing project. As new items accumulate in our Library inbox we need you to come in to process them. Sometimes there may only be a few items in a month, other times you will receive a whole stack all at once. We will call you if there is material to be processed, or you can check in from time to time.

Site

The software and library are both housed at the CPAWS office so work will have to take place at the CPAWS office. A workstation is designated for the Library.

Supervision

One of our will train you in the use of the software and give you an orientation session of the library. In the beginning that person will work with you when processing new items to the library to ensure that material is placed in appropriate categories, assigned relevant keywords and entered accordingly. After that, our staff will be available to help you assign items to different categories and assign keywords if you need help doing so.

What do you get out of it?

A chance to get to know our library, learn to work with library software, see what is hot-off-the press, discover ancient and obscure reports you never knew existed, read about hot issues, learn the latest about conservation biology, protected area planning, etc. A wealth of information will be at your fingertips!