

Volunteer Librarian Needed for the Charles Darwin Research Station

The Charles Darwin Research Station is currently seeking a Volunteer Librarian.

The Corley Smith Library at the Charles Darwin Research Station in Puerto Ayora, Isla Santa Cruz, Galapagos, is a small, research library that serves scientists, researchers, National Park officials and guides, and other visitors. Collections include books, reports, published articles on Galapagos science and conservation, print journals, online journals, photographs, slides, and archives collections. An online catalog is available locally, as well as a small reading room and one local staff member.

The Library relies on professionally-trained librarians to assist in the operation of the library and the general support and training of local staff.

Job Description/Summary

The Volunteer will work with the staff Librarian and in coordination with the Director of Sciences, the Science Coordinator and the Library Advisory Board. The Volunteer will be based at CDRS on Santa Cruz Island.

Activities will include:

1. Cleaning up bibliographic records in the library catalog.
2. Cataloging items using the Dewey Decimal System.
3. Improving the library website.
4. Applying and enforcing basic preservation practices.
5. Assisting library users with catalog searching and finding library materials.
6. Keeping user lists up to date.
7. Reorganizing shelf space and displays to optimize space use.
8. Assisting with the collection and description and citation management of published articles on Galapagos.
9. Helping develop new services, such as scanning photos, slides and documents, developing access to online resources.

Profile

The preferred candidate will have:

- Experience or graduate-level work in library management and operations.
- Experience with the backend management of library catalogs.
- Experience performing catalog and database searches of the scientific literature.
- Experience or training in managing archives collections including photographs, slides, manuscripts, documents, and other unpublished materials.
- Fluency in English and at least basic Spanish.
- Be available for a period of minimum 6 months, 12 months preferred.
- A background in science, environmental studies or conservation is preferred.

How to Apply

Applicants should send a letter of interest and resume to: vol@fcdarwin.org.ec