



Commitment:

Position: Volunteer Cataloger

Reports to: Finance and Administration Manager

Hours: 3 hours every week (Flexible)

Duration: August 27-October 29 (Flexible)

Forecast Public Art (Forecast) seeks a volunteer cataloger to assist with the maintenance of their Public Art Library. Housed in Forecast's office, the Public Art Library maintains a non-circulating collection of more than 2,000 print, digital, and multimedia materials from the field of public art. With a collection as diverse as the field of public art itself, the library includes exhibition catalogs, artist monographs, journals and periodicals, reference materials, public art maps and guides, and DVDs.

Volunteer's responsibilities will include:

- Process and catalog incoming materials with Library of Congress classification in Library Thing (librarything.com/catalog/ForecastPublicArt)
- Catalog unique/original items including public art maps, guides, and work samples
- Maintain existing periodicals and renew trade subscriptions
- Shelve books and periodicals

Qualified candidates will be/have:

- Some experience/education in cataloging and library science
- Familiar with a Mac OS environment and LibraryThing.com
- Interest in the field of public art
- Motivated, curious, self-starter

Position is unpaid, but experience may be applied toward credit or work experience.

Please send a brief letter of interest, resume, and two references to Shauna.

Applications will be accepted until the position is filled.

Name: Shauna Dee

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