



Abbe Museum

INSPIRING NEW LEARNING ABOUT THE WABANAKI NATIONS WITH EVERY VISIT

Job Title: Library Volunteers

Job Description: Complete a number of tasks related to the care of the Museum's library collection.

Responsibilities:

- Creating new entries in the electronic card catalogue cards for new books
- Shelving new and returned library books
- Culling old books
- Labeling new books with card catalogue numbers

Characteristics and Experience:

- Attention to detail
- Comfortable with using computers

Supervision and Trainings:

- Training on how to use the library database and shelving procedures.
- Supervised by the Volunteer Coordinator and Director of Collections & Interpretation