

Volunteer Librarian Needed  
for the Charles Darwin Research Station

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The Charles Darwin Research Station is currently seeking a volunteer librarian.

***Job Description/Summary***

**Activities will include:**

1. Assisting library users.
2. Keeping user lists up to date.
3. Controlling stock, managing loans and refiling items.
4. Classification of new items using Dewey Decimal.
5. Entering stock in database.
6. Helping develop new services, such as scanning slides and documents, developing access to internet services etc.
7. Reorganising shelf displays to optimise space use.

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

***Profile***

The preferred candidate will have:

- Ample experience of library management and systems.
- Fluency in English, and at least basic Spanish.
- Knowledge of computer systems, including managing databases and online services
- Be available for a period of minimum 6 months, 12 months preferred.

***How to Apply***

Applicants should send a resume, a letter explaining their interest and qualifications for the position, by e-mail to: [biblioteca@fcdarwin.org.ec](mailto:biblioteca@fcdarwin.org.ec), from whom further details of the library and tasks may be obtained.