

## VOLUNTEER TERMS OF REFERENCE

ICCRUM is a globally recognized institution dedicated to the conservation, restoration, and management of cultural heritage. The ICCROM Library is the organization's backbone of knowledge and history of conservation, offering a treasure trove of valuable resources and information to researchers, scholars and enthusiasts in the field.

As a volunteer in ICCROM Library, you will be responsible for assisting with day-to-day operations, primarily cataloguing books and other materials.

PROGRAMME/PRIORITY AREA/SERVICE: LIBRARY

Webpage: <https://www.iccrom.org/resources/library-services>

### **Responsibilities:**

1. Cataloguing books and other materials: The ICCROM Library has a vast collection of books, journals and other materials and receives many materials from heritage organizations and individuals. You will be responsible for cataloguing some of these materials as efficiently and accurately as possible using a simplified cataloguing platform that is compatible with the main cataloguing system used by the librarians.
2. Maintaining the Library: As a member of the ICCROM Library team, you will be responsible for maintaining the library's pristine condition by organizing shelves, protecting books and keeping the library clean and tidy.
3. Other duties: As needed, you will take on additional duties to help the ICCROM Library run smoothly. These may include participating in library events and supporting other library initiatives.

**Technical requirements and additional skills:**

- Able to volunteer in person (we are located in Rome, Italy)
- A passion for cultural heritage conservation and preservation
- Excellent communication and organizational skills
- Proficiency in English or French (fluency in another language is a plus)
- Experience working in a library or similar setting is a plus

**Benefits:**

- A unique opportunity to volunteer in a world-renowned institution dedicated to cultural heritage conservation
- Access to the ICCROM Library's unparalleled resources and knowledge
- The chance to contribute to an important cause and make a lasting impact on the preservation of cultural heritage
- A supportive and collaborative work environment with highly knowledgeable and experienced staff

**Length of volunteer service:**

This is a part-time, unpaid volunteer position. We are looking for volunteers who can commit to at least six months of service, working 2–3 hours a day, 2–3 days a week.

ICCROM Library volunteers play a vital role in ensuring the library's continued success in serving the global heritage conservation community. We encourage individuals who share our passion for cultural heritage preservation and have the necessary skills and qualifications to apply for this exciting opportunity.