Volunteer Opportunities at the National Toy Train Library

The National Toy Train Library is accepting applications for volunteers at the library. Below are descriptions of work that library volunteers may assist with, depending upon the current needs of the library. Please note on your application your area(s) of interest and any related skills or experience.

Cataloging: Use PastPerfect Museum Software to review, edit, and create library database records.

➢ Skills/Experience: cataloging – data entry – databases - scanning

Research/Identification: Create research guides for manufacturers, toy or model trains, etc. Identify toy or model trains in photographs and other materials.

➢ Skills/Experience: knowledge of toy or model train manufacturers - research – office software (Word)

Collections/Donations: Organize and label collection materials, weed duplicates, and date materials. Process donated items and compare condition, variations, etc.

➢ Skills/Experience: general knowledge of toy or model train paper - filing/organizational - attention to detail

Book Sale: Organize and price book sale items. Update website book sale list.

➢ Skills/Experience: internet - data entry - office software (Excel)

Inventory: Create and update lists of items in the library's collection. Create and update magazine indexes.

➢ Skills/Experience: data entry – office software (Word/Excel)

Marketing: Highlight items from the library's collection for Facebook posts, email blasts, newsletters, displays, etc.

➢ Skills/Experience: marketing – research – writing – office software (Word)

Digitization: Scan items from the library's collection to fill requests or assist with digitization projects. Note: The availability of this type of work may be dependent upon a specific need or project.

➢ Skills/Experience: scanning - graphic/editing software