



NEVADA MUSEUMS & HISTORY  
Steve Sisolak | Governor  
Myron Freedman | Administrator

NEVADA STATE MUSEUM  
LAS VEGAS  
Hollis J. Gillespie | Director  
309 South Valley View Blvd.  
Las Vegas, NV 89107

## NSMLV Volunteer Role Description

**Volunteer title:** Library Volunteer- Nevada Test Site Collection

**Project / department:** Cahlan Research Library

**Role summary:** The Cahlan Research Library recently acquired a large collection of Nevada Test Site/Atomic Testing reports and books, and help is needed to inventory them, create and place identification labels on the spine, and enter the books into Past Perfect.

**Project / Role specific activities:** There are four main components of this project. A volunteer can do all four or choose from one or more of the components. Components include:

1. Using the computer, create an inventory of the collection which will include the title of book, author, and a brief description
2. Identify the Library of Congress call number and enter it into inventory spreadsheet
3. Using printed labels provided by the curator, affix the correct Library of Congress call number to each book spine
4. Enter information about books into Past Perfect

**Reports to:** Maggie Bukowski, Curator of Library, Manuscripts, and Photographs

**Skills / Experience:** Ability to use a computer. Attention to detail.

**Timeframe / time commitment:** Flexible. Curator works Monday – Friday 8am – 4 pm and will work with volunteer to establish a schedule that works for the volunteer. Must come in for at least one hour per volunteer time.



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**Training given:** Curator will provide training on how to fill out spreadsheets, how to identify Library of Congress call numbers, how to affix labels to book spines, and how to enter information into Past Perfect.