



## **BIRDS NEW ZEALAND LIBRARIAN**

### **ROLE DESCRIPTION**

#### **Introduction**

The Birds New Zealand Library contains ornithological periodicals and books, including physical copies of Birds New Zealand publications. The Library is housed on behalf of the Society at the Auckland War Memorial Museum. Birds New Zealand has a Memorandum of Understanding with the Museum regarding this. The role of Librarian contributes towards achieving one of the Society's Constitutional Objectives, namely, "To maintain a library of ornithological literature and other media for the use of Members and to promote a wider knowledge of birds".

#### **Background**

The Librarian position has not been active since 2020, and consequently a backlog of new periodicals and books has accumulated. Auckland Museum are also dealing with space constraints. This combination of factors has led Birds New Zealand to focus efforts on the Library in 2024-2025 by: seeking to fill the vacant Librarian position; promoting the existence of the Library to members at conferences and in the Birds New Zealand magazine; undertaking a full stocktake of periodicals to correct the catalogue; removing periodicals deemed beyond the scope of the Library or otherwise surplus to requirements.

The Birds New Zealand Librarian position is a volunteer role of the Society. Ideally the Librarian will have the enthusiasm and capability to carry out the expectations of this role, which includes communicating with Council, Auckland Museum staff, and members.

This role may be combined with that of Birds New Zealand Archivist if both Council and the Librarian agree. The Librarian may also act as liaison between Birds New Zealand and Auckland Museum.

#### **Role description**

##### **Requirements**

- The Librarian must be based in Auckland.
- The Librarian must become an Auckland Museum Volunteer, complete the training and requirements for this, and abide by the Auckland Museum Volunteer guidelines.
- The Librarian will be responsible for maintaining the Birds New Zealand Library email address, responding to requests from members in a timely manner.
- The Librarian will maintain an up-to-date catalogue of the books and periodicals owned by the Society and held at Auckland Museum.
- The Librarian will visit the Library on a bi-monthly basis (or as otherwise agreed on with Council and/or Auckland Museum staff) to catalogue incoming periodicals and books.

- The Librarian will provide annual reporting to Council on library use by members, and the state of the periodicals and books in our collection.

The functions described below are not firm obligations, but provide guidance for this role. Activities and priorities may be reassessed periodically through discussions between the Librarian and Council.

- It has been some time since a full stocktake of the Birds New Zealand Library book collection has been undertaken. The Birds New Zealand books are intermingled with the Auckland Museum collection, which makes this a more complex task than cataloguing periodicals. Nevertheless, this is a desirable task for the incoming Librarian to complete, ideally during the first year in the role.
- The Librarian may be responsible for recruiting and/or overseeing volunteers to provide additional support for Library tasks as required. Any additional volunteers must be approved through the Auckland Museum process and abide by the Auckland Museum Volunteer guidelines.
- The Librarian will be responsible for making decisions pertaining to bequests or gifts of books, periodicals, and similar materials from the general public to Birds New Zealand.
- The Librarian may make recommendations to Council on desirable materials for the collection, or on existing holdings that are surplus to requirements.
- When logistically feasible, the Librarian may hold a booksale of surplus materials at the annual national New Zealand Bird Conference, or at Birds Auckland regional events, with the proceeds treated as donations to the Birds New Zealand national fund.

*Revised October 2025*