



THE BOOK CLUB OF CALIFORNIA

312 Sutter Street, Suite 500
San Francisco, CA 94108-4320

Library Volunteer

The Book Club of California is a nonprofit cultural center, publisher, and library dedicated to supporting and preserving the book arts, as well as the history and literature of the West. The club hosts book-related exhibitions, a year-round series of public programs, and publishes limited edition books, keepsakes, and a letterpress-printed Quarterly News-Letter.

Since the club's founding in 1912, our members have included leading men and women involved in Bay Area arts and letters - passionate book collectors, dealers, publishers, printers, designers, authors, historians, librarians, book artists, and bibliophiles of all stripes.

The Albert Sperisen Library at the Book Club of California contains about 11,000 monographs, as well as pamphlets and ephemera. The collection is focused on fine printing, especially in the Bay Area and California, and to a lesser extent on the history of printing and book arts, and California history. We have a nearly complete collection of the Grabhorn Press from the collection of San Francisco bookbinder Florence Walter.

RESPONSIBILITIES

The volunteer will assist the librarian with maintaining and providing access to this small special-collections library. Current projects include checking the collection against the catalog to ensure that catalog entries are correct and reflect any copy-specific information, related improvements to the organization and cataloging of the collection, and physical collections care. Depending on the volunteer's qualifications and experience, tasks may include:

- Physical review of the collection and comparison to holdings in our online catalog (we use a local version of WorldCat and catalog in WorldShare following DCRM(B))
- Providing reference assistance to researchers
- Archival processing and description
- Basic preservation tasks
- Exhibition preparation
- Other tasks as appropriate

TO APPLY:

Please send the following to membership@bccbooks.org:

- Current resume
- Reference form*
- Volunteer application form*

**both forms may be found on the Book Club of California website*

We look forward to hearing from you! Thanks for your interest.