Andersen Horticultural Library Plant Info Assistants - Volunteer Job

Description

Andersen Horticultural Library seeks assistance in reviewing and updating information contained in its Plant Information Online database (http://plantinfo.umn.edu). Seeking 1-3 candidates; some work could be done from home after receiving training, or, the volunteer may choose to work in the beautiful surroundings of the library.

Responsibilities (Include but are not limited to)

- In Plant Information Online, check whether links to nurseries still work; keep notes.
- Check contact information for accuracy; note inaccuracies.
- Open nursery websites to see if the company produces a print catalog or whether a downloadable catalog is available.
- Other miscellaneous Plant Information Online or nursery catalog-related tasks as assigned.

Requirements

- Be comfortable using a computer and learning basic software systems
- Good written and oral communication skills (legible and neat handwriting a plus!)
- Respond to requests for additional help, depending on your availability
- Commit to a minimum of two shifts per month; approximately 2-4 hours each

Benefits

- Gain knowledge of seed and nursery companies
- Gain expertise searching the Library’s Plant Information Online site
- Learn more about the Library and its collections
- Contribute to the Arboretum’s mission and support the Library

Work Environment

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<th>Indoors</th>
<th>Lifting</th>
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<tr>
<td></td>
<td>Outdoors</td>
<td>Working individually</td>
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<td>X</td>
<td>Sitting</td>
<td>Working with children</td>
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<td>Standing</td>
<td>Working as part of a team</td>
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Time Commitment

This would be an ongoing opportunity. Shifts would range from 2 to 4 hours on average and would be fairly flexible.

Supervisor & Contact Information

Kathy Allen, AHL Librarian, HortLib@umn.edu, 952-443-1405

Andersen Horticultural Library
3675 Arboretum Drive, Chaska, MN  55318