



Todd Pratum

Pratum Book Company Pratum Children's Library
263 Athol Avenue, No.8, Oakland California 94606
510.835.1766 books@toddpratum.com
Established 1981

September 23, 2018

Wanted: Local Book Cataloger, will train.

Looking for a local, part-time book cataloger, very flexible hours, I can work around your schedule, be able to start soon, 10-15 hours per/week, generous competitive pay for the right person. No experience needed, I will train.

TODD PRATUM BOOK COMPANY has been in operation in the bay area for 37 years, past owner of 7 bookshops and now buying and selling old and rare books out of my lovely home office on Athol Avenue, two blocks to Lake Merritt.

Must be skilled with data entry, we use Bookhound--a Filemaker based program for book dealers, very nice to work with, take a look: <https://www.bibliopolis.com/bookhound>

Let me know if you have experience with:

- Online selling.
- Scholarship.
- Foreign languages.
- Scholarly writing and publications.
- Scanning photos, images, documents.
- Uploading data files to the web.
- Managing web sites.
- Editing.
- Email marketing.
- Any other related experience.

None of the above are required, but you must know your way around data programs, not just Excel.

Must be Mac skilled.

Must like dogs.

Together you and I will catalog books--mainly old, rare and recent scholarly books—to create PDF catalogs, and date files for uploading to sites like Abe Books. I have 45,000 volumes in stock, most of which I just purchased, but we will focus on the most rare and valuable volumes, and one by one we build a large selection of expertly cataloged books for sale. Does this excite you?

By looking at the catalogs and lists on the site below you will get a good idea of the kind of books bought and sold here, (mainly scholarly and antiquarian non-fiction works of historical research).

<https://knowledge396.wordpress.com/>

If you have questions please email me.

I'm looking for someone to start very soon.

Pay is commensurate with experience.

You could be a college student or an old pro, either way I'm interested, there are many possibilities for advancement.

Here are some typical catalogs of mine.

<https://knowledge396.files.wordpress.com/2018/04/cat-103-final.pdf>

<https://knowledge396.files.wordpress.com/2017/05/list-no-9-final-web2.pdf>

<https://knowledge396.files.wordpress.com/2018/05/cat-109-exlibris.pdf>

TO APPLY:

In ONE pdf email your resume and cover letter to the address below. No phone calls please. Include a bit about yourself in your letter.

Thank you for applying. I will acknowledge all applications by return email.

This position closes one week from posting date.

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