

To whom it may concern...

## Placement of student Beatrice Poeschick from Potsdam College

September 1998 - February 1999

Beatrice was on a six month placement in the Scottish Science Library, part of the National Library of Scotland, from September 1998 to February 1999.

Whilst on placement in the Scottish Science Library Beatrice undertook many tasks for many different members of staff.

Beatrice worked "behind the scenes" on these projects and did not work directly with the public.

The major projects that Beatrice undertook were:

1. Training in the use of Cardbox, a database package, which she used for many of her projects. Much of this was self-taught and Beatrice got to grips with the package easily and was able to problem solve for herself.
2. Working on a database of Royal Society of Edinburgh periodicals. The Royal Society periodicals collection is a specific collection of foreign periodical titles which the library receives via an exchange programme. This is the creation of a shelf list of titles which had been started by a previous placement student. Beatrice worked dilligently at this and the colleague she was doing this for was pleased with the results.
3. Also in connection with the above collection, Beatrice checked some titles for exact holdings. As this is a foreign collection, Beatrice worked on German titles which was very useful from our point of view.
4. Beatrice rearranged the reference shelves in the library. This involved a fair bit of work and we were all pleased with the results.
5. Another collection of material the the library holds is the botanical collection of Sir George Taylor. This collection was donated to the library and Beatrice checked the library's microfiche catalogues for any duplicate items.
6. Work on the SSL mailing list. This was work that Beatrice carried out for me and I am very pleased with the results. Using Cardbox, Beatrice created a database using printed sources to update and check existing entries. This also involved a lot of re-keying, which Beatrice worked dilligently at.
7. Beatrice also worked on a number of business related projects for the Head of the SSL, Mr John Coll. These tasks again involved IT skills and Mr Coll was pleased with the results.
8. Test database for science internet sites. Beatrice worked on Cardbox again for this task. Beatrice designed the database and keyed in a lot of site addresses. This project was for the Head od Scientific Information and was a database to contain evaluation of science World wide Web sites, as well as a listing of useful sites. This was a project that Beatrice started herself and all the

work was her own. This database is now in place and we can add to it and amend it ourselves.  
9. There were other jobs that Beatrice worked at as the need arose.

Beatrice did much of her work at a PC and was skilled in this area. She did not undertake much general "libray" work and Beatrice informs me that this part of her course is covered later on.

Beatrice was always punctual and good time-keeper and she was reliable during her time here.

**Caroline Donaldson**  
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