Lestori Books Limited
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Digital Collections & Data Integrity

At Lestori, clean data is what makes our children's reading experience smooth and magical. As our Digital Collections & Data Integrity Intern, you are the "Library Systems Guardian." You maintain and improve the structures behind our digital library so every book, audio track, and learning asset is correctly catalogued, searchable, and ready for children who need them.

Key Responsibilities

- **Backend Data Entry:** Input and update book, audio, and metadata in our content management system (CMS) with high accuracy.
- **Inventory Management:** Track the status of each title across formats (text, audio, braille), and flag gaps or inconsistencies in the catalogue.
- **Data Hygiene:** Run regular checks to fix broken links, mismatched tags, and typos across the library.
- **Tagging & Taxonomy:** Apply and refine tagging (age level, themes, language level, accessibility features) to power recommendations and search.
- **Reporting:** Support the team with simple reports (e.g. how many books are ready in each language/format).

The Learning Path

- **Content Management Systems:** Hands-on experience with a live digital library backend.
- **Taxonomy & Information Architecture:** Learn to design and maintain tagging systems for real users, including children with special needs and visually impaired learners.
- **Data Integrity & Operations:** Understand how clean data directly affects user experience and product stability.

What We're Looking For

- **Skills:** Comfortable with spreadsheets and basic data tools (Google Sheets/Excel); strong attention to detail and "eagle eye" for patterns and errors.

- **Mindset:** You enjoy structure, take satisfaction in “tidying up” systems, and can stay focused during repetitive but critical tasks.
- **Background:**
  - Library and Information Science, Data Management, Information Systems
  - Business Operations / Operations Management
  - Computer Science / IT (with interest in data and systems)
- **Useful Subjects / Modules:**
  - Database Fundamentals, Information Organisation, Data Analytics Basics
  - Operations Management, Process Improvement

How to apply

Apply online at https://lestori.com/careers or email careers@lestoribooks.org.