

Library Volunteer – Collections and Technical Services

Basic Functions

Provide assistance with organizing and processing library materials and preservation of library history.

Duties & Responsibilities

- Shelf reading – review library materials on the shelf to ensure that they are organized correctly.
- Shelve library materials.
- Shift materials to ensure that there is room on the shelf or to make the shelves more attractive for patrons.
- Manage library displays. Duties includes work with library staff to identify topics, find materials, set-up and maintain the display.
- Update library scrapbooks by adding photos, articles, or other information that preserves the history of the library system or a specific branch.
- Process honor books.
- Check holdings for accuracy to ensure that items are at the correct location and identified properly.
- Assemble library brochures and flyers for the library. Duties may include design, organize, or prepare brochures and/or flyers.
- Adhere to organizational and personnel policies as well as established library practices.
- Other duties as assigned.

Knowledge & Skills

- Willingness to learn about library's classification system and how materials are organized.
- Attention to detail is important for processing, shelving, and checking items for accuracy.
- Ability to physically handle items, lift items, and shelve them. Most items are not heavy.
- Willingness to work with others to complete projects.
- Friendly and willing to provide excellent customer service to staff, managers, and patrons.