

VOLUNTEER JOB TITLE:

Collection Assistant, Technical Services Activity – Cataloging and Acquisitions

VOLUNTEER REPORTS TO:

Technical Services Supervisor

TIME COMMITMENT REQUIRED:

2 to 4 hours weekly as arranged

PURPOSE OF VOLUNTEER JOB:

To assist in maintenance of assorted library materials

DUTIES AND RESPONSIBILITIES

- Remove or mark out barcode from discarded materials
- Alpha/numeric filing of work slips
- Sort materials
- Assist in processing new materials
- Repair damaged items in the library's collection

SKILLS/ABILITIES/QUALIFICATIONS REQUIRED:

- Ability to work congenially with staff, the public, other volunteers and convey a positive, friendly attitude
- Ability to understand and follow written and verbal instructions, policies and procedures
- Ability to receive instruction from library staff and the cooperation to abide by library policies and regulations
- Ability to speak and understand English
- Ability to read and alphabetize
- Excellent fine motor skills and attention to detail

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

- Ability to move about in a library setting; May be asked to push carts weighing up to 50 pounds.

[Apply Now](#)