



## Library Volunteer

### **POSITION OVERVIEW**

Volunteers will assist in various jobs or tasks around the library as needed.

### **RESPONSIBILITIES**

- Sort and Shelve
  - Sort returned items and re-shelve in the proper place
- Check-in
  - Scan returned items and place them on proper cart
- Shelf Reading
  - Make sure items on shelves are in correct order and in good shape
- Straighten Shelves
  - Align items to front edge of shelf and straighten items
- Process deleted items
  - Stamp deleted items and place them in the "Free Box".
- Cut Scrap Paper
- Make Memo Pads
- Distribute Office Supplies
  - Distribute memo pads, pencils or other supplies throughout the library
- Organizing the Puzzle Area
- Laminating and Wrapping
  - Apply protective covers to paperback books
  - Cover dust jackets with plastic covers
- Processing
  - Stamp and apply labels to new items
- Book Store Clerk
  - Open and close the Book Store
  - Work the counter in the Book Store
  - Make change
  - Keep a cash record
  - Customer service
- Homebound\*
  - Deliver items to homebound patrons
  - Place holds in the computer
  - Spend time with patron
- Pick-up
  - Pick items up from the West Side Drop of Wilsonville
- Summer ReadIn Reading
  - Help coordinate sign up and program materials
- Complete other tasks as assigned

*\*must be able to pass a background check*

**QUALIFICATIONS**

Some qualifications may not apply to all responsibilities. If you have any restrictions, please contact Sue Stowell.

- Be able to stand or sit for a long period of time
- Be able to lift 40lbs
- Attention to detail
- Be able to reach up to 6 feet or use provided step stool
- Kneel to within 6 inches from the floor
- Know or be able to learn the Dewey Decimal System

\_\_\_\_\_

Name (First, Last)

\_\_\_\_\_

Email

\_\_\_\_\_

Phone #

I agree that I have read and understand the above volunteer description for the Library Volunteer, and I accept the terms of the volunteer description.

\_\_\_\_\_

Applicants Signature

\_\_\_\_\_

Date