Volunteer Position Description

Position Title: Library Collection Maintenance Volunteer

Purpose: Assist in special projects maintaining the library’s collections.

Responsibilities:
- Replace or create series labels on fiction materials.
- Replace hand-written spine labels on adult fiction materials.
- Blacking out of library spine labels on discarded materials and stamping library discards with Discard stamp.

Reports to: Customer Service Supervisor

Length of Appointment: This volunteer position is ongoing or for a period of time depending on the individual. Agreement shall be reviewed and signed annually in May of each year.

Time Commitment: The Library Collection Maintenance Volunteer position requires 5-10 hours per month.

Qualifications:
- Eligible candidates include adults over the age of 18 who meet the organization’s minimum criteria for a criminal background check.
- Extreme attention to detail.
- Experience using Microsoft Excel and Microsoft Word.

Training Provided:
- Orientation session for library.
- Overview of library collections.
- Overview of label creation and series data for labels.