



31 Mount St. Mary's Way  
Hooksett, NH 03106  
[www.hooksetlibrary.org](http://www.hooksetlibrary.org)

### *Volunteer Position Description*

<b>Position Title:</b>	Materials Processing Volunteer
<b>Purpose:</b>	Process donated materials to be added to the collection.
<b>Responsibilities:</b>	Cover books and process materials donated to the library which will be added to the library's collection.
<b>Reports to:</b>	Customer Service Supervisor
<b>Length of Appointment:</b>	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.
<b>Time Commitment:</b>	The Library Materials Processing Volunteer position requires 5 – 10 hours per month.
<b>Qualifications:</b>	Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.  Attention to detail.  Strong fine-motor skills, craft-oriented skills
<b>Training Provided:</b>	Orientation session for library.  Overview of book binding and repair.