

Description of Volunteer Tasks

Shelving*: Sorting recently returned books, magazines, DVDs, music CDs, and audio books and returning them to their appropriate shelf location.

Phoning Patrons: Calling patrons to inform them that a requested title is available for pick-up.

Preparing Crafts: Cutting, counting, organizing materials needed for story time crafts.

Circulation Desk (branches only): Using the computers to assist patrons with check-in and check-out of materials. May also assist in answering basic reference and/or computer related questions.

Mending Books: Use appropriate supplies and techniques to repair books that have torn pages, detached spines, etc.

Discards*: Physically pull titles from shelves that have been tagged for removal from the collection. This may also include using a computer to remove these titles from the library catalog.

Processing AV/Print Materials (Main Library only): Physically applying spine labels, barcodes, book jackets, and other such materials. May also include preparing AV material by unwrapping newly purchased DVDs and Music CDs.

Genealogy Room (Main Library only): Assist patrons with their genealogy research. Must be familiar with both print and online resources in this room.

Baker Barber (Main Library only): Scanning digital images. Must have advanced knowledge of computers.

Homebound Delivery* (Main Library only): Phone homebound patrons to see what they would like in their next delivery. Clerical works such as filing, typing lists, and pulling items from the shelves. Physical delivery of items to homebound patrons at private homes and assisted living facilities. Personal vehicles are used for delivery.

*** Tasks with asterisks may require lifting, bending, and reaching.**