



Circulation Desk Volunteer

General Description:

Volunteers will be asked to do a variety of duties to support daily library functions. A complete knowledge of the alphabetical filing is required, knowledge of the Dewey Decimal system is preferred, but training is available.

Physical Requirements:

As a library volunteer you will be expected to push/pull heavy carts of items, to lift up to 15 pounds, and be able to perform repetitive hand, arm, and body movement. You must also be able to stoop, stretch, bend, and reach above your head, walk, climb stairs or use step stools, and sit or stand for long periods of time.

Volunteers may come into contact with, and must be able to tolerate, odorous individuals/materials including but not limited to pet odors, mold, allergens, body odor, cigarette smoke, and other possibly offensive smells.

Volunteers are expected to be dependable, responsible, regular and timely in attendance. If you anticipate being absent or late, please call so we can schedule a replacement if needed, this may include Saturdays.

Volunteer Responsibilities may include:

- ◆ Shelving
- ◆ Shelf Reading
- ◆ Assisting Patrons finding materials
- ◆ Assisting patrons with printing from public computers
- ◆ Limited Circulation duties
 - Checking in materials
 - Cleaning materials
 - Basic checkout of materials

Volunteers will not be responsible for:

- ◆ Taking payments of fines/fees.
- ◆ Handling patron account problems or issues.
- ◆ Assisting patrons with personal information on public computers.

Thank you for Volunteering with us!