

# Campbell County Public Library Volunteer Job Description

**Volunteer Title/Position:** Volunteer Technical Services Assistant

**Goal of Position:** Help expedite book processing.

**Duties/Responsibilities:** Wrapping books in plastic covers, covering CDs and DVDs with disc sealer, pulling older editions of books off of shelves, repairing books, and providing other general assistance to the technical services department.

**Time commitment:** At least 2 hours, regularly scheduled each week; flexible scheduling and time commitment.

**Qualifications:** Must be able to employ accuracy in detail-oriented tasks; enjoy hands-on library work; average reading skills; ability to alphabetize; ability to follow precise directions; ability to stand for at least one hour at a time.

**Training:** Processing examples will be provided. 1 – 2 hours of training is required before volunteer can begin working independently.

**Importance of job to the library:** The Volunteer Technical Services Assistant helps process library materials so that they may be accessed by the public. This volunteer plays an integral role in keeping library materials organized and available to the public.

**Supervised by:** Technical Services Librarian