

# Audiovisual Materials Maintenance

## Time Commitment

1-4 hours, monthly

## Purpose

To assist in the maintenance of the library's audio/visual collection

## Benefits of Volunteering

- Chance to meet new people
- To work in pleasant surroundings
- To develop new skills
- Give something back to the community
- Share your talents
- Feel needed and valued
- Enhance your resume
- Satisfaction from accomplishment

## Duties & Responsibilities

- Disassemble audio/visual materials containers and packaging for recycling purposes
- Clean scratches from DVDs and CDs
- Clean outside cases on circulating materials periodically or as needed
- Replace date slips as needed
- Replace spine labels as needed

## Skills/Abilities/Qualifications Required

- Ability to work congenially with staff, patrons and other volunteers
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Ability to understand and follow written and verbal instructions, policies and procedures
- General familiarity with libraries a plus
- Ability to lift and move materials as necessary reaching low and high as needed