

Circulation Volunteer

Time Commitment

1-4 hours, weekly

Purpose

The circulation aide is responsible for performing various tasks in support of the library's circulation function

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

- Sorts, files, and shelves materials according to classification system
- Shelf reading and general pick-up
- Locates materials on hold and other lists
- Assists in the emptying of the book drop
- Prepares materials for delivery, and unpacks delivery
- Helps with interlibrary loan
- Assists with preparation of materials for handouts: stamping, folding, and sorting
- Performs other duties as assigned or as necessary

Skills/Abilities/Qualifications Required

- Ability to interact with the public and library staff effectively and collaboratively
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Ability to work independently in carrying out assignments to completion
- Must be able to follow written and verbal instructions, learn assigned tasks readily and complete work in an accurate and timely manner
- Ability to work well with others in a public setting
- Prefer some knowledge of filing alphabetically and numerically
- Good communication skills