

Magazine Maintainer

Time Commitment

1-2 hours, weekly

Purpose

Our library has a magazine and newspaper collection that changes continually. This volunteer would assist the library staff in maintaining this collection in an orderly and up-to-date manner

Benefits of Volunteering

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

Duties and Responsibilities

- Accurately re-shelves all returned magazines
- Systematically checks entire collection for correct chronological order
- Under the direction of the library staff, periodically removes dated materials and deselected from the automated catalog (will train)

Skills/Abilities/Qualifications Required

- Good attention to detail
- Ability to work independently
- Ability to push, bend, stretch and lift
- Ability to arrange materials in chronological and alphabetical order
- Have dependable transportation, be punctual, and the ability to be contacted by telephone or email for scheduling changes and meetings
- Ability to work congenially with staff, patrons, and other volunteers