

LIBRARIAN AID VOLUNTEER JOB DESCRIPTION

TITLE OF POSITION: Librarian Aid Volunteer

SUPERVISED BY: AV Archivist/Librarian

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

1. Managing the circulation of journals, such as placement on shelves and the rotation of older issues to the stack area
2. Making decisions regarding weeding the journals and other related materials when necessary.
3. Ongoing duty will be to read the reference book section in the Research Room and stack book shelves for misfiled and missing titles.
4. Will also be required to compile a list of missing books for the Librarian.
5. The Library uses a card catalog and the volunteer will assist with filing the cards and expanding the drawers as needed.

COMMITMENT REQUIRED:

A minimum commitment of four-five hours per week for a 3-month period is required. Volunteer opportunities will be available Monday - Friday; 9:00 a.m. - 4:30 p.m. There are no weekend or evening opportunities for this position.

QUALIFICATIONS NEEDED:

- Must be age 18 or older
- Basic computer skills and/or good handwriting helpful
- Flexible to changing situation
- Reliable, responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Interest in History
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills