

# VOLUNTEER DUTIES

**Book Mending & Cleaning Volunteer:** Repair mylar jackets, loose spines on books and torn pages; replace broken cases; clean books; buff CDs and DVDs.

**Clerical Support Volunteer:** Copy/collate; edit proofread fliers; fax/email program information; file; answer phones; shipping and receiving assistance.

**Computer Assistant Volunteer:** Hand out Internet guest passes; assist the public with the basic use of the Internet, creating email accounts, basic computer software applications and printing documents.

**Computer Assistant Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.

**Interlibrary Loan Volunteer:** Unwrap materials arriving from other libraries to fill interlibrary loan requests; repackage materials being sent back to their owning libraries.

**Program/Outreach Volunteer:** Assist in the creation and distribution of program/outreach materials which could also include making presentations and deliveries to outside organizations; set up and arrange furniture as requested for programs; help where needed during programs and events; assist in clean up after program has concluded; assist with arts and crafts; assist with seasonal decorating and bulletin boards.

**Public Area Volunteer:** Assist with shelving books and stack maintenance; load/unload and sort items on book carts; assist with organizing book sale and/or donation items; restock/straighten literature and replenish supplies; search shelves for specific materials listed on a report; maintain appearance in public areas, including cleaning shelves, tables, chairs and computers; water, trim and fertilize indoor plants as needed.

**Public Area Volunteer/Bilingual in Spanish:** Same as above, plus provide translation services to patrons.

**Technical Services Department Volunteer:** Unpack, preprocess and dispatch materials; online record searching and retrieval; packing bins for pickup; miscellaneous office duties.

**Volunteer Trainer:** Instruct volunteers on how to mend/clean books and maintain library materials.