

Volunteers

General Statement of Position:

The purpose of a volunteer is to make available to the public basic library service when the paid staff is not on duty. The first responsibility of a volunteer is to offer courteous, prompt and efficient service to the public. They are a public relations officer of the library.

Duties:

1. Open and close the library building according to established procedures
2. Charge out and check in books and other library materials
3. Shelf returned library materials
4. Register new patrons for library cards
5. Record inter-library loan and subject requests for processing by the Director
6. Assist patrons in locating materials
7. Straighten book shelves and magazine rack as time allows
8. Complete any simple library tasks assigned by the Director

All volunteers are assigned by the Director and are trained by he/her. Schedules are planned to give the library coverage needed to provide good service. If unable to work the hours assigned the volunteer is requested to let the Director know as soon as possible so that other plans can be made to insure coverage.

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