



## **VOLUNTEER POSITION GUIDE**

<b>TITLE</b>	COLLECTION DEVELOPMENT VOLUNTEER ASSISTANT
<b>HOURS</b>	Minimum of three scheduled hours, one day a week. A schedule will be arranged to meet the needs of the volunteer and the library.
<b>SUPERVISOR</b>	Collections Manager
<b>OBJECTIVE</b>	To further the goal of providing the community shared access to Library materials.

### **THE PERSON IN THIS POSITION WILL BE RESPONSIBLE FOR**

Because of the variety of tasks, the work will be matched to a volunteer's abilities and the library's current needs.

- Checking rental books circulation rates on the library's automated systems.
- Monitoring length of time rental books have been on the rental shelf.
- Checking books out to delete mode in the library's automated system Coordinating books withdrawn from CCL and offering to member libraries.
- Maintaining Collection Development's area in the closed stacks of the library.
- Photocopying and dispersing documents as directed.
- Check book selections against library holdings upon request of supervisor.
- Accessing records on the library automated system to determine circulation rates and the number of copies held in the Chester County Library System.
- Searching BT Link (database) for title availability of books.
- Printing lists showing available titles in vendor's inventory.
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### **DESIRED QUALIFICATIONS/SKILLS**

- Ability to work unsupervised on the library's automated system.
- Knowledge of database searching.
- Competent with personal computers and working in a Window environment.
- Physical stamina – standing, stooping and stretching are necessary.
- Attention to detail.
- Ability to understand and follow oral instructions.
- Ability to understand basic library cataloging and classification.
- Be service oriented with a desire to actively support the Chester County Library through volunteer service.

### **TRAINING**

- On-the-job training will be provided