



VOLUNTEER POSITION GUIDE

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| TITLE | TECHNICAL SERVICES VOLUNTEER ASSISTANT |
| HOURS | Minimum of three consecutive hours, one day a week are required. A schedule will be arranged to meet the needs of the library and the volunteer. |
| SUPERVISOR | Collections Manager |
| OBJECTIVE | To assist with tasks related to the preparation and care of a variety of collection materials, such as books, magazines, and audio visual materials. To maintain the integrity of the CC-LINK database. |

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.

- Performing tasks related to the receiving process – opening boxes, checking items against packing slip, preparing received slips to accompany book through cataloging procedure, etc.
- Processing books – covering books, pasting in pockets and typing labels
- Mending books – repairing and replacing worn or damaged book covers, repairing frayed pages, reinserting loose pages, tightening loose or broken hinges, mending worn spines and hinges
- Barcoding – affixing barcode to material and maintain a proper record of barcode number
- Database entries – checking for or correcting errors in CC-LINK computer records (i.e., changing call numbers, author entries and subject entries)
- Performing light clerical tasks

DESIRED QUALIFICATIONS/SKILLS

- Ability to put items in order alphabetically and numerically, using decimal numbers as demonstrated by successful completion of placement test (putting decimal numbers and authors' names in order)
- Ability to file manually
- Ability and dexterity to operate a keyboard and perform data entry tasks
- Ability to enter numerical and text data so that database is current and accurate
- Attention to detail
- Ability to follow oral and written instructions
- Good hand dexterity
- Be service oriented with a desire to actively support the Chester County Library's mission through volunteer service

TRAINING

- On-the-job training will be provided