

Library Volunteer Tasks Positions

- 1) **Concierge/Circulation Services** – cleans and shelves books, go through donated items, process new items, books/DVD's, search for lost books, repair or mend books/items, welcome patrons, answer phone, notify patrons of books on hold (Weekly 2-8 hours)
- 2) **Administrative Services** – data entry/processing, newsletter, mailings, letters, press releases, public relations, program assistant lead, proofreader, volunteer coordinator (Monthly 2-8 hours)
- 3) **Special Programs** – cut/preparation crafting classes, dial a story, program set up, story walk, free little libraries (Weekly/Monthly 2-8 hours, can be remote)
- 4) **Media Assistance** – add/remove scanning stickers, bar coder, clean CD's, DVD's, mend/repair/replace DVD cases, sort donated items, unpack donated items (Weekly 2-8 hours)
- 5) **Facilities/Maintenance** – plant care, yard and garden assistance, spot clean/dust, straighten displays, furniture, maintain seed library, planters (Weekly 2-8 hours)
- 6) **Outreach Services** – liaison for senior care centers and homebound deliveries of materials and books, computer assistance (Monthly 2-8 hours)
- 7) **Adopt a Shelf** – dust, straighten, maintain organization of designated section/shelves (Weekly 2-4 hours)
- 8) **Book Sales/Display** – maintain book sale cart, scan donated books for resale, box donated books, unpack donations received, coordinate displays, organize community information, assist with book sales (Weekly 2-4 hours, As needed for larger events)
- 9) **Technical Services/Makerspace Volunteer** – tech updates, website updates, update calendar and library TV, (Monthly 2-8 hours, some tasks can be remote)
- 10) **On Call Volunteers/Special Events and Projects** – assist with set up for library special events, fundraising, grant writing, make cookies, copy documents, folding mailings, update series, beta tester, graphic artist (As Needed)

** You may select more than 1 position to volunteer, times are only an estimate.*