Role Description: Library Collections Assistant Volunteer

Overview
Projects will vary based on a volunteer’s abilities and will usually include a variety of physical and computer work. An ideal candidate would be looking to determine whether they wanted to pursue a career in libraries, a student/emerging professional looking to build their resume with experience in a specialized library environment, or a retired professional interested in keeping active.

Position Description
All volunteers will be involved in shifting and barcoding books. Volunteers with greater skills/aptitude for library science will be tested for hand skills for conservation projects and computer skills. Additional projects might include assembling bibliographies, writing libguides, or digitizing physical materials.

Volunteer qualifications
- Basic knowledge of library organization (that books have call numbers and are arranged on the shelf by these call numbers)
- Basic computer skills (MS office software and basic digital literacy including ability to navigate the internet)
- Individuals with craft or arts hobby background (particularly pottery, quilting, scrapbooking, origami, etc.) are a good match for conservation.

Hours and time commitment
- A minimum time commitment of one four-hour shift per week for 6 months is required. Volunteers available for a long-term commitment of 8 months to one year are given priority upon placement.
- Shift time: Monday, Wednesday or Friday between the hours of 9am-5pm

Education/Experience
- While a position might accommodate an individual with no experience, an extreme preference is for individuals with a greater interest in library science, including but not limited to with an associate’s degree or BS in library or information science, individuals contemplating or currently enrolled in MIS/MLIS programs, or recent graduates/retirees of MIS/MLIS programs.