

DEKALB PUBLIC LIBRARY
CIRCULATION (ACCESS SERVICES) VOLUNTEER

HOURS: Up to 8 hours per week

DESCRIPTION:

The Circulation Volunteer contributes to the effective operations of the library by assisting with a variety of tasks related to the timely and orderly distribution and retrieval of library items.

PRIMARY TASKS:

- Process donations for review
- Clean book covers and/or remove labels and plastic covers
- Check Library of Things items for worn, damaged, or missing pieces
- Clean DVDs and CDs, and cases
- Straighten newspapers and periodicals
- Tidy books in the automatic sorter
- Search for missing items within the collection

SKILLS AND QUALIFICATIONS:

- Have a professional attitude and commitment to cooperation and customer service.
- Be able to follow instructions and work independently.
- Demonstrate meticulous work standards, showing attention to detail.
- Demonstrate knowledge of the Dewey decimal system or a willingness to learn.
- Be able to communicate effectively and professionally with patrons, staff, and other volunteers.
- Be reliable and responsible for keeping commitments to volunteer hours.