



Volunteer Check Out Desk Library Aide Job Description

Importance of Position: Represent the library to the public – Make good first impression. Help library visitors return and check out books and other library materials. Assist staff with assigned duties such as cleaning returned materials, sorting books for shelf preparation and directing visitors to the appropriate library staff.

Qualifications: Ability to learn and use the Windows computer system. Ability to work well with the public and library staff sometimes in stressful situations. Demonstrate good attention to detail. Must be able to stand for long periods of time, maintain cheerful, positive, and calm demeanor under pressure. Dewey Decimal System and alphabetic sorting and filing knowledge a plus.

Responsible To: Library Operations Supervisor.

Responsibilities: Check in/out and renew library books and materials. Answer and transfer telephone calls. Sort items for shelving. Collect fines and fees. Assist in keeping the library in a clean, neat, and orderly condition.

Training provided: Orientation to the library; 4 hour library systems training; on the job training by supervisor; periodic training workshops; mandatory privacy training, and safety tour.

Benefits of Volunteering: Interact with the public and co-workers; training in checkin/checkout and library computer system; satisfaction of providing library assistance to others, and getting to know the library collection.

Time Commitment: 4 hours per week.

Length of Commitment: One year minimum.

The library places volunteers and may discontinue assignments at any time according to library needs.

Contact Persons: Lynn McCormick or Anita Simpson
Phone: (209) 533-5507