



The Bosler Memorial Library meets the community's evolving informational, educational, entertainment and cultural needs.

Volunteer Job Description	
<i>Title:</i> Materials Processor Volunteer	<i>Status:</i> Volunteer
<i>Reports To:</i> Library Resources Coordinator	<i>Time Commitment:</i> 2 – 3 hours per week
	<i>Length of Commitment:</i> 3 month minimum

Position Summary:
This volunteer assists Library Resources staff in preparing new materials for circulation
Minimum Qualifications:
Good attention to detail
Manual dexterity
Responsibilities
1. Identify library materials by stamping or placing labels in various positions
2. Place Mylar book jackets on book covers
3. Reinforce paperback books with Contact Paper
4. Other duties as may be necessary to complete processing tasks
Additional Information
<i>Training Provided: Library orientation and one-on-one with experienced processors for approximately 2-3 hours preparing books, periodicals, videos, CDs, and DVDs for circulation</i>
<i>Termination: Failure to carry out assigned responsibilities can result in termination</i>
Benefits of Volunteering
Bring new materials into circulation and gain knowledge of how the library works
Chance to meet new people and work in pleasant surroundings
Develop new skills and enhance your resume
Share your talents and give something back to the community

Clearances: Not Required
 Revision Date: 11/8/2017

Contact:

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