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

<table>
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<th>Volunteer Job Description</th>
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<td><strong>Title:</strong> Materials Processor Volunteer</td>
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<td><strong>Reports To:</strong> Library Resources Coordinator</td>
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| **Length of Commitment:** 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**
*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

*Termination:* Failure to carry out assigned responsibilities can result in termination

**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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