



BOOK & DISC REPAIR VOLUNTEER POSITION DESCRIPTION

Volunteer Title: Book Repair Volunteer

Location: Glendale Public Library – All Branches

Desired Time Commitment: 3 hours/week

Volunteer Training: On the job

Reports To: Volunteer Coordinator & Designated Volunteer Branch Staff

The duties listed below are intended only as general illustrations of the various types of volunteer services that may be performed. Volunteers will not receive compensation for the services performed. Volunteer position descriptions are subject to change by the department as the needs of the department and requirements of the volunteer position change.

Volunteer Position Description:

The book repair volunteer assists with mending books and cds/dvds. This allows longevity of the item in circulation to patrons.

Duties may involve activities such as:

- Repair items (books/cds/dvds)
- Perform other duties as assigned

Helpful Skills for the Volunteer Role:

- Ability to work with glues, tape, scissors, solvents and book-mending tools
- Ability to professionally interact with patrons
- Ability to follow instructions
- Ability to work independently
- Ability to work well with others
- Fine motor skills and attention to detail
- Physical ability to bend, stand, lift, and push heavy book carts

Volunteer Environment:

- Dust from books and other materials as well as other irritants from book-repair materials may be present in varying levels
- Require sitting and/or standing for extended periods

More information & To Apply: glendaleazlibrary.com