

SAN DIEGO PUBLIC LIBRARY
READ/ San Diego

Volunteer: **Library Materials Processor**

Purpose of Position: New and returned materials arrive in the library continually. This volunteer would assist the staff in making these materials available to the public in a timely manner. This could include processing new books and audio cassettes, as well as tracking returned items.

Qualifications: Ability to follow directions
Good manual dexterity
Good attention to detail
Ability to work independently
Food organizational skills

Responsible To: Education Intern

Responsibilities:

1. Process assigned materials as instructed, including stamping, labeling, color coding, preparing date due slips, and shelving.
2. Complete work in a neat and accurate manner.
3. Submit volunteer monthly report of attendance.

Training Provided Orientation to the literacy program and office procedures; one-on-one instruction on processing library literacy instructional materials.

Benefits of Volunteering: Recognition given at the Annual Volunteer Recognition Luncheon, other recognition events, and in READ/San Diego publications; the personal rewards of helping others; job experience; and entitlement to the City of San Diego's volunteer package.

Time Commitment: Three days per week, minimum of two hours per day.

Length of Commitment: Minimum of six months commitment.