



City of Monrovia, Department of Community Services
Monrovia Public Library

Spinetingler Volunteer Job Description

Importance of Position

The library provides many services to enrich the community ranging from book check-out on virtually any subject to music CDs to computer use to programs that encourage and promote life-long learning. In the course of use, many materials get damaged. "Spinetinglers" repair damaged books and reshelve books so that they can continue to be used by the public. The Library also receives book donations, which need to be sorted, cleaned and repaired. Spinetinglers may also help sort which books go into the Library's collection and which are sold in the Friends' store.

Qualifications

Spinetinglers should enjoy detail-oriented work as book repair requires precision and thoroughness. Volunteers will also get dirty in the process of unpacking book donations or cleaning books from the Library collection. If Spinetinglers feel comfortable sorting books, they will need to be familiar with popular book titles and genres.

Responsibilities

- 📖 Commit to at least 5 hours a month volunteering.
- 📖 Mend books in circulated book processing area.
- 📖 Open and unpack boxes of donated books.
- 📖 Clean and repair donated books.
- 📖 Research the demand for donated books to determine if they should go into the Library's collection, be sold in the Friends bookstore or be recycled.

Responsible to

Circulation Supervisor, 626-256-8261 or Senior Adult Librarian, 626-256-8253.

Training Provided

Training will be provided by Circulation staff on book repair and by Adult Services staff on book sorting.

Benefits of Volunteering

By maintaining materials in good condition, you are providing your community with all of the resources that the library has to offer, empowering them to learn new skills and gain knowledge. Other benefits of volunteering include training, letters of recommendation, and networking opportunities.

Time commitment

Spinetinglers need to commit to five hours a month volunteering, which can be scheduled more or less at the volunteer's convenience. Volunteers are welcome to work more than five hours a month.

Length of commitment

The Library requires at least a six-month commitment to volunteering. Volunteers may change to another volunteer position in the Library or elsewhere in the City.

Grounds of Termination

- 📖 Inability to attend or to fulfill weekly responsibilities, or for behavior unbecoming of the library. We expect our volunteers to be a good reflection of our services.
- 📖 Breach of confidentiality. Please do not discuss any sensitive interaction with patrons to anyone who knows them or in a way that might expose their identity.
- 📖 Failure to complete City background and drug test.