

Adult Library Volunteer Positions



Location:

Orange County Public Library Main Branch, 137 W. Margaret Lane,
Hillsborough NC 27278

Shifts:

Adult volunteer shifts are scheduled from 9am-5pm, as spaces are available. Shifts are typically 1 or 2 hours long.

Requirements:

Volunteers sign in and out for every shift with a designated librarian in the department they are scheduled. Duties are assigned at the start of each shift based on current need. Volunteers will be provided training on duties, but must be able to work independently.

Adult volunteers should be over the age 18 and demonstrate appreciation for the library, attention to detail, dependability, and a friendly and helpful attitude. Volunteers must commit to a set schedule and notify the department they are scheduled in, as well as the Volunteer Coordinator, if they will be unable to attend a scheduled shift. Volunteers are required to complete and submit a volunteer application and complete a background check before beginning their volunteer hours.

Volunteer Duties:

Shelf Maintenance - Volunteers make their way through a section of shelves, checking to make sure that books are in the right order based on the Dewey Decimal System and that they are neat and straight. Any books that are found to be in the wrong place are re-shelved in the appropriate location.

Searching for Missing Items- Volunteers search the library's shelves for items that have come up "missing" and provide updates on which items can and cannot be found. This helps librarians determine whether or not to order a replacement copy of the item.

Processing Withdrawn Items- Old, damaged or outdated items are regularly withdrawn from the library's collection to make space for new materials. Volunteers assist in this process by preparing items for sale in the Friends fundraiser book sale or donation to another organization.

Pulling Holds- Volunteers locate and retrieve items from the shelves that have been requested by library patrons.

Display Maintenance- Volunteers help to keep library displays full and up-to-date by pulling relevant materials, usually from a list of titles provided by a librarian, to replenish displays as items are checked out.

Event set-up/clean-up- Volunteers help the librarian prepare the meeting room for an event by setting up chairs and tables, helping with audiovisual equipment, and assisting with the preparation of any refreshments or supplies needed for the event.

Resurfacing and Cleaning DVD and CD collection - Volunteers make their way through a section of DVD's and CD's using equipment provided to clean collection on a rotating basis.

Special Projects - Examples of these would be change out of labels on the collection as our policies change.

Technical Services Processing - Volunteers process new incoming books and affix labels.

Technical Services Repair - Volunteers repair and laminate books as needed.