

Library Volunteer Positions

Location:

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

Shifts:

Volunteer shifts are scheduled from 10 am to 5 pm Monday through Friday, as spaces are available. Shifts are typically 1 or 2 hours long.

Requirements:

Volunteers sign in and out for every shift with the Volunteer Coordinator. Duties are assigned at the start of each shift based on current needs. Volunteers will be provided training on duties but must be able to work independently.

Volunteers must be at least 14 years of age 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 volunteer coordinator if they will be unable to attend a scheduled shift. Volunteers are required to complete an application and adult volunteers are required to 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 books are neat and straight. Any books that are found to be in the wrong place are to follow the instructions from their training manual.

Processing Withdrawn Items – Old damaged or outdated items are regularly withdrawn from the library's collection to make space for new materials.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.

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.

Special Projects – Examples of these include changing out labels on the collection or laminating program materials.