Volunteer Job Description

Title: Collections Volunteer

Service Area: Monterey Public Library

Purpose: While libraries expand their role in a community, maintaining relevant collections is paramount to library services. The Collections Volunteer assists staff in keeping books and other collections clean, properly sorted and shelved, and attractively displayed.

Duties: The Collections Volunteer sorts books and other materials, collects holds, monitors the appearance of the book stacks, replenishes displays, maintains order by straightening shelves, shelf reading, and shelves books and materials in their proper locations. The volunteer also searches the shelves for specific library materials.

Qualifications: The ideal Collections Volunteer is interested in and is knowledgeable about the Monterey Public Library, and has general knowledge of how the Dewey Decimal classification is used by libraries to organize materials on the shelves. The volunteer is physically capable of frequent stooping and reaching to retrieve materials and standing for extended periods of time. The volunteer is accurate and attentive to detail; responsible, self-directed, committed, and punctual.

Training: A 2-hour orientation and training will be provided, with additional training as needed.

Time Commitment: 2-10 hours per week. Regular shifts and flexible shifts are available depending on schedule.

Supervisor: Volunteer Coordinator, Collections Volunteer Trainer

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Volunteer Coordinator
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Revised 8/19