

Volunteer Opportunity

LOCATION OF POSITION	LOUISVILLE PUBLIC LIBRARY
POSITION TITLE	MATERIALS PROCESSOR AND MATERIALS MANAGEMENT DEPARTMENT AIDE
SUPERVISOR	MATERIALS MANAGEMENT STAFF
Job Responsibilities:	▪ Prepare Library materials for circulation, remove books from circulation, or perform tasks to aid Materials Management's workflow
Qualifications:	▪ Attention to detail ▪ High level of manual dexterity
Job Summary:	▪ Prepare books for circulation by applying Mylar covers or book tape ▪ Pull books from Library stacks ▪ Assist librarians with weeding projects ▪ Remove stickers and excess adhesive from books; may use small tool and adhesive remover (e.g., Goo Gone) ▪ Print spine labels for books ▪ Open boxes and prepare books to be received ▪ Other duties, as may be necessary, to complete processing tasks
Material & Equipment Used:	▪ Scissors, tape dispensers, pens, adhesive labels, Mylar book jacket covers, adhesive remover (e.g., Goo Gone), book carts
Work Environment and Physical Activities:	▪ Informal atmosphere in Materials Management workroom ▪ Ability to sit for up to three hours while preparing materials ▪ Ability to bend, stretch, and lift
Training Provided:	▪ Work one-on-one with experienced processors for approximately 1-3 hours preparing books, periodicals, videos, CDs, and DVDs for circulation
Minimum Time Commitment:	▪ 1-3 hours per week
Benefits:	▪ Ability to preview new library materials before the general public ▪ Being part of a team at one of the top libraries in Colorado ▪ Annual City volunteer recognition breakfast

If you are interested, please complete a [City of Louisville Volunteer Application](#). These are available at information desks in the Library and on the Web site. You may return it to the Library in person, by mail, fax, or scan/email. Once your application is received, the supervisor will contact you to discuss the position and your qualifications and availability.