

Technical Services Volunteer

Department: Cataloging

Reports To: Head of Collections

Summary

Under the direction of the Head of Collections performs various duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Receives written work orders or verbal instructions from supervisor.

Handles physical processing of withdrawn materials (sorting for resale or discard; marking for withdrawal; boxing for delivery to Friends or other organizations).

Assists staff with barcoding new materials and preparing new items for cataloging.

Sorts and shelves materials for cataloging.

Performs light housekeeping duties.

Supervisory Responsibilities

This volunteer position has no supervisory responsibilities.

Education and/or Experience

Some college or university experience preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.