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- Handles physical processing of withdrawn materials (sorting for resale or discard; marking for withdrawal; boxing for delivery to Friends or other organizations).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