



Volunteer Job Description Technical Processing Volunteer

POSITION SUMMARY

Adult or teen assists Technical Processing staff in a variety of support functions

PRIMARY DUTIES & RESPONSIBILITIES *

- Review music CDs, DVDs and/or BCDs for repair or replacement
- Tape edges on paperback books
- Repair binding, torn pages and any other normal wear found on damaged books
- Replace damaged cases for audio-visual materials
- Apply RFID tags to new collection acquisitions
- Remove item records of withdrawn materials from program database

SECONDARY DUTIES & RESPONSIBILITIES

- Additional projects and repairs as assigned by supervisor.

REQUIRED QUALIFICATIONS & SKILLS

- Attentiveness to detail
- Neatness (in printing/writing/cutting etc.)
- Accuracy
- Familiar (and comfortable) with personal computing applications
- Volunteer should be self-motivated and a fast learner, with the ability to work with minimal supervision after training

ESSENTIAL FUNCTIONS

- Ability to visually distinguish among various audio-visual items
- Manual dexterity
- Ability to understand spoken instruction and to communicate clearly with supervisor

NON-ESSENTIAL FUNCTIONS

- Ability to lift and carry 10-25 lb. boxes if necessary

SCHEDULE

- Every Wednesday, from 1:00-3:00 PM

APPLYING

[Applications](#) will be accepted (at any public desk) until Sunday, August 2nd at 6:00 PM.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This description is not a contract between the library and the volunteer. The library reserves the right to revise this job description at its discretion.

- Not all Technical Processing volunteers will perform all functions as outlined (above) under *Primary Duties & Responsibilities*