

Gibbons Public Library
Library Volunteer Job Description

Appendix "M" VJD 02/10
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Qualifications

- High School Diploma.
- Knowledge of the practices and procedures of a public library including knowledge of the Dewey Decimal System.
- Positive attitude.
- Flexible schedule.

Summary of Responsibilities

Library volunteers will:

- Operate the circulation desk by checking materials in and out.
- Collect fines, membership fees, and other moneys owing.
- Registrar patrons for library memberships.
- Organize and shelve returned materials.
- Provide information about library programs and services to patrons.
- Request materials for patrons.