

## **VILLAGE OF MARWAYNE LIBRARY BOARD**

### **Volunteer Check-In Job Description**

#### **Required by Libraries Regulation 7(2)(a)**

**Purpose:** The Volunteer Check-In at Village of Marwayne Library Board assists the Library Manager by checking-in returned books and other materials.

**Location:** The Volunteer Check-In will work at Village of Marwayne Library Board.

#### **Key Responsibilities:**

The Volunteer Check-In:

- Checks the book drop regularly for returned materials checks items in and then returns them to the shelving cart.
- Re-shelves returned books and other materials in the correct Dewey Decimal order in the event that the Library Manager or Library Clerk is unavailable.
- Brings items from the shelves that are in poor condition to the Library Manager for possible weeding.
- Answers patrons' directional questions. Refers patrons to other library staff members for other assistance.

**Reports to:** Library Manager

**Length of Appointment:** The Volunteer Check-in will serve throughout the year, primarily in the mornings from Monday to Friday.

**Time Commitment:** The Volunteer Check-in will provide up to 20 hours a month from September to June. Hours may be reduced during the months of July and August.

**Qualifications:** No previous library experience required. Customer service experience and knowledge of the Dewey Decimal system is an asset.

**Support Provided:** A one-hour orientation to the layout and structure of the library, and the process of shelving, will be scheduled at the convenience of the Volunteer Check-in. The volunteer check-in will always be in the library with another library employee who will be able to answer any patron questions the Volunteer check-in cannot answer. The Library Manager is available on an ongoing basis to answer questions and provide other assistance as needed.