

Crook County Library

Book Repair Volunteer Job Description

Overview of Position: Assists the Library by maintaining best-loved books in good repair so they can be used by library visitors.

Qualifications:

- Proficient in the skills and techniques for repairing, mending and cleaning library books & materials.
- Good small motor skills and eyesight.
- Good attention to detail.

Responsible To: Designated staff member.

Responsibilities:

- Attend a 1 hour job-specific orientation session.
- Repair, mend, and/or clean library books or other materials.
- Clean and organize work area before shift end.
- Give supervisor a 48 hour notice if unable to keep shift assignment.

Training Provided:

- Orientation to library, book repair area and repair tools.

Time Commitment: Minimum 2 hour shift per week.

Length of Commitment: Minimum six month commitment requested.

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.