

# Crook County Library

## Little Free Library

### Volunteer Job Description

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**Overview of Position:** This position requires regular trips to each of the library's Little Free Libraries, as scheduled by the Outreach Coordinator. The visit includes a visual examination of the library box, restocking according to library guidelines, and selection and processing of new materials.

**Qualifications:**

- Valid driver's license and automobile insurance.
- Ability to make minor repairs to the LFL structure.
- Ability to drive to and from outlying areas of Crook County.
- Ability to lift boxes of books or other items that may weigh up to 30 pounds.

**Responsible To:** Library Outreach Coordinator.

**Responsibilities:**

- Review incoming donations made the library and select appropriate LFL items.
- Make regular visits to the Little Free Libraries located in outlying areas of Crook County.
- Evaluate the existing LFL collection; remove any items that do not fall under the LFL collection guidelines, and add additional materials to the collection.
- Add labels to the books that have been donated to the library indicating that they are part of the LFL collection.
- Inspect the libraries for damage, and if possible, repair or refurbish them.
- Immediately report to the Outreach Coordinator issues with the structures, collections, or hosts of the service.

**Training Provided:**

- Orientation to the library.
- Selection Guidelines training
- Processing materials training.

Note: Volunteers have the option of utilizing a county vehicle, if available, or requesting mileage reimbursement.

**Time Commitment:** Minimum of one day per month.

**Length of Commitment:** One year commitment required.

**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.*