**Book a Genealogist**

Volunteer Position Description

Central Branch – Sacramento Public Library

**Position Overview and Impact:**

The Central Branch of the Sacramento Public Library houses a robust Genealogical Collection and offers on-site access to two subscription databases, Ancestry Library Edition and American Ancestors. In order to showcase the collection and make the public more aware of its availability, free classes are offered to the public covering basic skills that will help them with their research.

The Book a Genealogist program grew from the increasing interest in the classes and the increasing need for one-on-one assistance. The qualified volunteer in this position will be able to guide people through their Genealogical explorations by showing them how to use the databases and helping them to find resources available in the Genealogical collection. The sessions are booked in advance and are one-on-one.

**Key Responsibilities:**

* Meet individually with patrons to help them with their genealogical research, forming a strategy to locate the needed information.
* Guide patrons in the use of appropriate genealogical sources.
* Refer patrons to local resources, genealogical societies, archives, websites, books, etc., as appropriate.
* Demonstrate to patrons the use of the library’s databases.
* Use the library’s online catalog to locate materials.

**Qualifications:**

* Passion for and knowledge of Genealogical Research
* Strong customer service communication skills
* Patience in helping patrons discover and explore their family history
* Reliable, courteous and friendly

Time Commitment: 2 hours per week handling 2 – 45 minute sessions
Length of Commitment: Minimum of 3 to 6 months

**Qualified applicants can contact Beth Daugherty at 916-264-2979 or** **bdaugherty@saclibrary.org****.**