

# **SAN DIEGO PUBLIC LIBRARY**

## **READ/ San Diego**

**Volunteer:** **Library Materials Processor**

**Purpose of Position:** New and returned materials arrive in the library continually. This volunteer would assist the staff in making these materials available to the public in a timely manner. This could include processing new books and audio cassettes, as well as tracking returned items.

**Qualifications:** Ability to follow directions  
Good manual dexterity  
Good attention to detail  
Ability to work independently  
Food organizational skills

**Responsible To:** Education Intern

**Responsibilities:**

1. Process assigned materials as instructed, including stamping, labeling, color coding, preparing date due slips, and shelving.
2. Complete work in a neat and accurate manner.
3. Submit volunteer monthly report of attendance.

**Training Provided** Orientation to the literacy program and office procedures; one-on-one instruction on processing library literacy instructional materials.

**Benefits of Volunteering:** Recognition given at the Annual Volunteer Recognition Luncheon, other recognition events, and in READ/San Diego publications; the personal rewards of helping others; job experience; and entitlement to the City of San Diego's volunteer package.

**Time Commitment:** Three days per week, minimum of two hours per day.

**Length of Commitment:** Minimum of six months commitment.