

Library Volunteer Job Description

Role of Library Volunteer

The Library Volunteer assists in the organization and upkeep of the Billings Farm & Museum Research Library, located across the street from the Museum in the Richard Billings House. Duties include recording loans, reshelving books, and organizing the library.

Duties and Responsibilities

- Record and keep track of loans to staff.
- Reshelve returned books in their proper locations.
- Assist guests and staff in finding useful resources for their work.
- Assist in a potential project involving reorganization of the library.

Qualifications

- Library and/or record-keeping experience, or an interest in learning.
- Basic computer skills, experience with PastPerfect software a plus.
- Highly organized and able to work within existing structures.
- Ability to work well with others, accept supervision, and remain flexible.
- Ability to work independently.
- At least 18 years of age.

Training

- Attend volunteer staff orientation and training sessions.
- Additional library training as necessary.

Expected Commitment

- Year-round opportunities available.
- Preferably at least once or twice a month for about 3-4 hours.

Supervision

- Position primarily reports to Administrative Officer with additional supervision by Interpretation & Education Coordinator.
- Additional supervision by paid staff, who create schedule and list of duties.