

Davenport Public Library
Library Volunteer
SPECIAL COLLECTIONS PROJECT JOB DESCRIPTION

DEFINITION:

This volunteer works independently on Special Collections projects. Shifts vary and can be determined according to schedule. As part of the library team, you would work behind-the-scenes to assist staff on data-entry and finding aid projects that support patron access to the archive and manuscript collections.

Volunteer would primarily work at the Richardson-Sloane Special Collection Center but may have the opportunity to participate in offsite library events.

DUTIES AND RESPONSIBILITIES:

- Assist staff with data-entry projects associated with the collections.
- Assist staff in creating finding aids for patrons to access the collections.

EXPERIENCE AND SKILLS

- An interest in genealogy and local history.
- Can work independently without supervision.
- Basic technology literacy.

ELIGIBILITY REQUIRMENTS

- Complete an application.
- Attend interview and training.
- Pass a criminal background check.
- Work one day a week for up to two hours a day.

PHYSICAL DEMAND FACTORS

Physical activities required of a person in this job are: seeing, hearing, talking, standing and walking for up to two hours, able to push a heavy cart, reaching above head, bending, and stooping.

The noise level in this work environment is usually moderately quiet and below 85dBAs.

The above statements are intended to describe the general nature and level of tasks being performed by volunteers.