

Davenport Public Library
Library Volunteer
COLLECTION MAINTENANCE II JOB DESCRIPTION

DEFINITION:

This volunteer works independently behind the scenes preparing books to be withdrawn from the collection. Shifts are 2 hours long.

DUTIES AND RESPONSIBILITIES

- Use a marker to cover barcodes of library materials
- Use ink and stamp to mark library materials as discarded.
- Remove RFID tags. Requires use of box cutter.

EXPERIENCE AND SKILLS

- Can work independently without supervision.

ELIGIBILITY REQUIRMENTS

- Complete an application.
- Attend interview and training.
- Pass a criminal background check.
- Work one day a week for 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 preformed by volunteers.