

### Library Volunteer

The library volunteer(s) provides services and performs tasks to assist library staff.

### Professional staff

Volunteer of the library

### Appointment

Library Director conducts an interview and discusses tasks and projects needed

Compensation: None, however volunteers who contribute at least 8 hours a week can receive a 40% (same as library) discount on books ordered through library vendors. Orders must be prepaid and processed through the Acquisition's Librarian

### Qualifications

- Able to work under immediate and/or limited supervision
- Able to follow oral and written instructions, complete forms and understand and communicate non-complex instructions.
- Willingness to submit to criminal history background check by Indiana State Police.

### Required Competencies

- Able to exercise initiative and good judgment.
- Able to communicate effectively with staff, patrons and the community.
- Willingness to learn library techniques
- Able to maintain a positive public service attitude

### Immediate Supervisor

Director/ Department supervisor

### **Responsibilities/Duties**

The Department supervisor will assign weekly tasks and projects to the Library volunteer

### **Professional Responsibilities**

- Keeps a professional presence while assisting department supervisor

### **Responsibilities to Patrons**

- Performs routine and nonprofessional work in the Library such as shelving, processing and maintaining books and other library materials

Volunteers who are not residents of Brown Twp. and who work two (2) hours or more per week are eligible for a courtesy card entitling them to full MPL library services.