

Oceanside Public Library  
Volunteer Job Description

***Collection Management Processing Assistant***

**Purpose:** To prepare and restore library materials for circulation.

**Qualifications:** Must be accuracy and detail-oriented, follow precise directions, and possess a willingness to perform repetitive tasks. Manual dexterity, steadiness and strength in the hands are needed. Need to be self-motivated and have the ability to work with minimum supervision.

**Responsibilities:** Wrapping books in plastic covers. Applying labels, stamps, and tape to library materials. Repairing and cleaning books and other library items.

**Training Provided:** Repair and processing techniques will be taught. Examples will be given and the location of supplies will be shown.

**Time Commitment:** Two to three hours per week. A regular schedule of at least one visit per week is preferable.

**Length of Commitment:** Minimum six month commitment requested.

**Responsible to:** Emily Thayer, Collection Management Supervisor, 760-435-5611

**Contact:** Cheri Noel, Volunteer Coordinator, 760-435-5564