

Oceanside Public Library  
Volunteer Job Description

***Collection Management Database Assistant***

**Purpose:** To assist Library staff in completing certain collection management tasks that involves data entry on a city computer.

**Qualifications:** Competent in computer and data entry skills. Library circulation systems experience is desirable. 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:** Work on projects involving data entry and library catalog maintenance functions. May also perform some material processing tasks.

**Training Provided:** Step by step instructions will be given.

**Time Commitment:** Two 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