

Manhattan Public Library Volunteer Job Description

Title: Deaccessioning and Finishing Volunteer

Department: Collection Services

Reports to: Collections Service Manager

Time Commitment: 6-10 hours per week

Summary: The duties of this position include processing withdrawn materials and preparing new books for circulation. Deaccessioning tasks involve crossing out barcodes and stamping withdrawn items. Finishing tasks may include applying mylar jackets, stickers, and book tape to new books. The position also assists the Collections Department with various projects as needed.

Mission Statement

Manhattan Public Library connects the community to a world of ideas and information by inspiring readers of all ages, bringing technology's benefits to everyone, and providing a comfortable, welcoming place for all.

Diversity, Equity, Inclusion, and Belonging Statement

At Manhattan Public Library, everyone is respected. The Director and staff are committed to offering collections, programs, and services that support the entire community. We oppose discrimination of any kind, including on the basis of age, race, religion, ability, sexual orientation, gender identity and expression, or socioeconomic status. At Manhattan Public Library, we understand that diversity, equity, inclusion, and belonging are essential to offering our community an intentionally robust and enriching experience. All are welcome at Manhattan Public Library.

Duties:

- Deaccession most withdrawn items.
- Prepare materials for patron circulation.
- Help with other projects as time allows.

Skills Necessary:

- A smile!
- A positive attitude.
- Excellent communication skills.
- Friendly, welcoming demeanor and ability to get along with a diverse group of people.
- Ability to make a minimum commitment of at least 3 months.
- Enthusiasm for providing service excellence.
- Represent the library in a positive and ethical manner.
- Cooperate with library staff and other volunteers
- Show commitment to diversity, equity, inclusion, and belonging.
- Show a capacity for grasping concepts and ask questions to gain further understanding.
- Communicate effectively orally and in writing.
- Demonstrate prompt and regular attendance.

Physical Requirements:

- Physically able to stand for an extended time.
 - Able to communicate clearly and effectively.
 - Move up to 10 pounds.
 - Remain in a stationary position for extended periods of time.
 - Detect the physical environment to traverse throughout the building and in outdoors venues, perceive safety concerns, and respond to emergency situations.
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A criminal background and reference check is required for volunteers over the age of 18.
