



31 Mount St. Mary's Way
Hooksett, NH 03106
www.hooksetlibrary.org

Volunteer Position Description

- Position Title:** Library Collection Maintenance Volunteer
- Purpose:** Assist in special projects maintaining the library's collections.
- Responsibilities:** Replace or create series labels on fiction materials.
Replace hand-written spine labels on adult fiction materials.
Blacking out of library spine labels on discarded materials and stamping library discards with Discard stamp.
- Reports to:** Customer Service Supervisor
- Length of Appointment:** This volunteer position is ongoing or for a period of time depending on the individual. Agreement shall be reviewed and signed annually in May of each year.
- Time Commitment:** The Library Collection Maintenance Volunteer position requires 5-10 hours per month.
- Qualifications:** Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
Extreme attention to detail.
Experience using Microsoft Excel and Microsoft Word.
- Training Provided:** Orientation session for library.
Overview of library collections.
Overview of label creation and series data for labels.



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