



31 Mount St. Mary's Way  
Hooksett, NH 03106  
[www.hooksetlibrary.org](http://www.hooksetlibrary.org)

### *Volunteer Position Description*

- Position Title:** Music Collection Maintenance Volunteer
- Purpose:** To maintain orderly appearance and correct order of library's music CD collection.
- Responsibilities:** Maintaining correct arrangement of the library's music CD collection. Checking for arrangement by CD genre and Dewey Decimal classification.
- Retrieval of materials either damaged or significantly out of order, to be given to the Customer Service Supervisor.
- 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 Music Collection Maintenance Volunteer position requires 1 - 2 hours per week.
- Qualifications:** Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.
- Training Provided:** Orientation session for library.
- Overview of Dewey Decimal order
- Review of library collections.