



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

Volunteer Position Description

Position Title:	Technical Services Volunteer
Purpose:	Assist Technical Services Department with library discards, book donations and duplicate books in the library collection and unprocessed duplicate copy collection.
Responsibilities:	<p>Assists Information & Technical Services Specialist with library discards, book donations and duplicate books in the library collection and spare copy collection. Maintains google doc spreadsheet of duplicate copy collection.</p> <p>Library discards: Removes titles from state union catalog using report provided by Technical Services.</p> <p>Book donations: Checks library catalog to determine if library owns a copy of the title. If library owns title, TSV checks/pulls library's copy to determine condition and need for replacement. If ITSS determines current copy is acceptable and duplicate copy is desired, TSV adds the title to our database of duplicate spare copies.</p>
Reports to:	Information & Technical Services Specialist
Length of Appointment:	This volunteer position is ongoing. Agreement shall be reviewed and signed annually in May of each year.
Time Commitment:	The Technical Services Volunteer position requires 2 - 5 hours per week.
Qualifications:	<p>Eligible candidates include adults over the age of 18 who meet the organization's minimum criteria for a criminal background check.</p> <p>Familiarity with Microsoft Excel.</p> <p>Extreme attention to detail.</p> <p>Strong organization skills.</p>
Training Provided:	Orientation session for library.



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Microsoft excel support and NHUPAC training.