

**ALLEN COUNTY PUBLIC LIBRARY  
VOLUNTEER POSITION DESCRIPTION**

**AGENCY:** Readers' Services

**REPORTS TO:** Readers' Services  
Assistant Manager

**POSITION TITLE:** Interlibrary Loan Volunteer

**DATE:** July 14, 2008

**POSITION SUMMARY:** Assist Readers' Services interlibrary loan assistant by locating and retrieving specific items and packaging materials to be sent.

**MAIN DUTIES:** Under leadership of the interlibrary loan assistant:

1. Search for items in the Main Library that have been requested by other libraries.
2. Pull the wanted items for processing.
3. Package materials to be sent to requesting library.
4. Assist with other duties as assigned by the interlibrary loan assistant and the Readers' Services manager and assistant manager.

Training will be provided by the interlibrary loan assistant.

**COMMITMENT:** Weekly commitment of at least 2 hours during regular Library hours. Schedule to be determined by volunteer and assistant manager or interlibrary loan assistant.

**INTERRELATIONSHIPS:** Regular and direct contact with Readers' Services staff. Indirect contact with patrons of all ages.

**WORK ENVIRONMENT:** Regular library setting; friendly atmosphere; may be busy at times. Tasks will be performed in public and nonpublic areas on all four floors of the library.

**PHYSICAL/SPECIAL REQUIREMENTS:** Must have stamina for continued standing, walking, stretching, bending, stooping, lifting, and pushing a book cart. Must have ability to take direction and work independently. Must have successfully completed procedures for volunteer involvement at ACPL. Must have successfully completed criminal history check.

Approved: \_\_\_\_\_ Readers' Services assistant manager

Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Interlibrary loan assistant

Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Volunteer Services manager

Date: \_\_\_\_\_