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:_____