

**ALLEN COUNTY PUBLIC LIBRARY  
VOLUNTEER POSITION DESCRIPTION**

**AGENCY:** Readers' Services

**REPORTS TO:** Readers' Services Staff

**POSITION TITLE:** Travel Collection Assistant

**DATE:** March 2008

**POSITION SUMMARY:** Volunteer maintains currency of travel collection in order to provide ACPL patrons with superior material.

**MAIN DUTIES:** Under leadership of Readers' Services staff:

1. Requests travel material via writing postcards to travel destinations through the Continental U.S. and outside the U.S.
2. Produces computerized labels for travel vertical file material, as an ongoing project.
3. Puts labels on booklets, brochures, and maps on a continuous basis throughout the year (usually amounting to thousands of labels per year).
4. Cleans out and deletes outdated brochures, booklets, and maps from the travel vertical file.

Training will be provided by Readers' Services staff.

**COMMITMENT:** Schedule is determined by Readers' Services staff.

**INTERRELATIONSHIPS:** Regular, direct contact with Readers' Services staff. Occasional, indirect public contact.

**WORK ENVIRONMENT:** Some tasks are performed in workroom setting. Some tasks are performed in public area of Readers' Services.

**PHYSICAL/SPECIAL REQUIREMENTS:** Must be able to stoop, stand, and lift heavy manila folders. Must be able to take directions and then work independently. Must enjoy repetitive tasks. Must be able to push a book cart a short distance. Must have legible handwriting. Must be able to complete tasks in a logical workflow pattern. Must successfully complete procedures for volunteer involvement at ACPL.

Approved: \_\_\_\_\_ Readers' Services Manager

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

Approved: \_\_\_\_\_ Volunteer Services Manager

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