



Volunteer Opportunities Portfolio

Name: _____ Date: _____

Core Volunteer Activities		Check if interested
<i>In-Library Regular (duties occurring daily or weekly)</i>		
Book Collection Maintenance	<ul style="list-style-type: none"> ensure shelf order of book collections, tapes, CDs, magazines, newsprint 	
Book Covering	<ul style="list-style-type: none"> cover newly acquired books to make them shelf-ready 	
Book Mending	<ul style="list-style-type: none"> repair and mend library materials to ensure their return to circulation 	
Custodial Support Recycling	<ul style="list-style-type: none"> collect and sort recyclable materials for pick up by the city 	
Computer Stations	<ul style="list-style-type: none"> ensure sufficient supply of pencils & scrap paper at computer stations 	
Date Card Stamping	<ul style="list-style-type: none"> stamp date due cards [over 700 people/day visit the Library] 	
Library Bulletin Board Maintenance	<ul style="list-style-type: none"> sort, prepare, and post community posters on library bulletin boards 	
Miscellaneous Administrative Support	<ul style="list-style-type: none"> fold brochures, supply computer stations with scrap paper, pencils, etc. 	
Reference Filing	<ul style="list-style-type: none"> file government statutes 	
Tending Plants	<ul style="list-style-type: none"> water and care for plants inside the Library 	
<i>Occasional (duties occurring as-needed)</i>		
Annual Book Sale	<ul style="list-style-type: none"> assist Friends of the Library with annual book sale in the fall 	
Special Events (Library, Foundation or Friends)	<ul style="list-style-type: none"> assist with special events 	
Warehouse Delivery (vehicle required)	<ul style="list-style-type: none"> transport boxes of book donations to off-site warehouse (must be able to lift up to 30 lbs.) <i>only 2 to 4 times per year</i> 	
<i>Program Specific [duties occurring typically on a weekly basis]</i>		
Home Library Services	<ul style="list-style-type: none"> deliver Library materials to and from homebound patrons 	
Home Library Services Administration	<ul style="list-style-type: none"> assist w/ program administration 	
PLOW Program Assistance (Public Library on Wheels)	<ul style="list-style-type: none"> assist the PLOW programmer in off-site program delivery 	
Information Perth Community Service Database	<ul style="list-style-type: none"> as a database editor, assist in keeping online community information current for Perth County (work from home) 	