



WOODLAND PUBLIC LIBRARY Volunteer "Spinetingler" (Book Repair Technician) Job Description

Importance of Position to the Library: Assists the Library by maintaining best-loved books and materials in good repair in order to be used by library visitors. In addition, offsets the impact of budget reductions by keeping materials in circulation longer.

Qualifications:

- Good small motor skills and eyesight
- Good attention to detail
- Willingness to work with a small group

Responsible To: Director of Volunteer Services

Responsibilities:

- 1. Attend a 3-hour training provided by the Library at no charge, on book repair and cleaning.
- 2. Utilize best practices (as demonstrated) in handling, cleaning, and mending.
- 3. Attend monthly mending date, or give supervisor sufficient notice if unable to attend.

Training Provided: Orientation to the Library as well as a three-hour training on skills and techniques for repairing, mending and cleaning library books.

Benefits of Volunteering:

- Provide a much-needed service to the library and its customers by ensuring best-loved books are continually available.
- Gain skills in book mending and repair
- Meet people who share similar interests.

Time Commitment: Three hours once a month

Length of Commitment: Minimum six month commitment requested

Grounds for Termination: Failure to carry out assigned responsibilities

Contact Person: Director of Volunteer Services 530-661-5980

Date Revised: (7/2009)