

VOLUNTEER WORK DESCRIPTION

Book Mender

DUTIES AND RESPONSIBILITIES:

- Mend books that need minor repair. Includes use of tape or glue to be able to return them to circulation
- Maintain inventory of mending supplies and notify supervisor promptly when additional supplies need to be ordered
- Refer any items beyond repair to a supervisor for a decision to withdraw from system and/or replace

JOB REQUIREMENTS:

- Must be dependable
- Must be able to tolerate dust, mold, glues, and other chemicals associated with the task
- Must be neat and detail oriented
- Must work well with library staff

TIME REQUIREMENTS:

- Must be able to commit to minimum of one to two hours a week for three months or longer

TRAINING REQUIREMENTS:

- Library orientation training
- Mending procedures, processes and use of mending materials

RESPONSIBLE TO:

**Branch Manager or Staff Supervisor
Berkeley County Library System**

BRANCH LOCATION