VOLUNTEER WORK DESCRIPTION

Discards Assistant

DUTIES AND RESPONSIBILITIES:
- Assist in withdrawal of outdated or damaged materials
- Remove ownership and library identification on materials and remove barcodes

JOB REQUIREMENTS:
- Must be dependable
- Must be able to tolerate dust, mold, etc. that may have accumulated on material
- Must be able to tolerate odor of markers used in discard process
- Must be neat, accurate and detail oriented

TIME REQUIREMENTS:
- Must be able to commit to minimum of two hours a week for six months or longer

TRAINING REQUIREMENTS:
- Library orientation training
- Training on discards procedures

RESPONSIBLE TO:

_________________________________
Branch Manager or Staff Supervisor
Berkeley County Library System

_________________________________
BRANCH LOCATION

3/09