



CITY OF TUALATIN

VOLUNTEER POSITION DESCRIPTION

JOB TITLE: TECHNICAL SERVICES PROCESSING

GOAL/PURPOSE: This position assists with receiving and processing new materials.

SUPERVISION: Supervised by the Technical Services Librarian.

TIME COMMITMENT: Two-hour shifts are available during the hours the library is open.

DUTIES: Duties may include:

- Receiving shipped materials
- Preparing materials for circulation
- Database clean-up
- Repairs
- Re-casing media materials

QUALIFICATIONS:

- Attention to detail is important to this position
- Able to sit for extended periods
- Ability to stand and reach when necessary
- Able to lift up to 15 lbs.

TRAINING: Training will be provided by the Technical Services Librarian