

Library Clerk Volunteer Job Description

Job title	Clerk
Department	Library
Reports to	Library Manager and/or other designated staff

Duties and Responsibilities

- ❖ Prepare and package library materials that are being sent to other libraries and leave them in the designated space for the courier service to pick up.
 - ❖ Other duties as assigned.
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Job Requirements

- ❖ Must be detail-oriented.
 - ❖ Must be able to work independently.
 - ❖ Must be dependable and have a positive attitude.
 - ❖ Work requires some lifting/moving of moderately heavy items weighing less than 25 lbs.
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Time Requirement

- ❖ 2-4 hours per week – ongoing.
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Training Requirements

- ❖ Orientation to the library.
 - ❖ Instruction on packaging and moving materials for shipping to other libraries.
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Reports to

Library Manager and/or other designated staff.

Minimum Training and Experience

Must be 14 years of age or older.

License or Certification

None

Applications are available [online](#) or may be picked up at the library's Lending Desk.

For further information, contact Barbara Bailey by phone at 860-652-7717 or by email at barbara.bailey@glastonbury-ct.gov.