

Volunteer Recruitment for Los Gatos Library

Position: **Retro Tech Volunteer**

(4 positions available)

Every Thursday 11 am – 1 pm

or

4th Tuesday 6 pm – 8 pm

Description: The Los Gatos Library received a Pacific Library Partnership grant to help members of the community preserve their memories. 20th century media like photographs, VHS tapes, slide photos, photo negatives, 8 mm or Super 8 film reels, and audio cassette tapes are cluttering our garages and attics, and gathering dust as the years go by. We at the Los Gatos Library want to help people preserve these memories by digitizing these various types of media, and we need the help of wonderful volunteers in the community.

Responsibilities: As a volunteer, you will be expected to come in once a week for a 2 or 3 hour shift (listed times above) to help patrons run the equipment they need to digitize their items.

Requirements:

- Must be able to use a computer, email, and be comfortable with learning technology and the various types of equipment
- Must be able to greet and interact with patrons in a friendly and professional manner, and guide them in the digitization process
- Must be responsible for the time commitment of volunteering once a week for a 2 or 3 hour shift. If unable to make it to a shift, we expect the volunteer to let their supervisor know in a timely manner

We do not expect our volunteers to know how to do everything before they start volunteering with us! We are happy to train our volunteers thoroughly, so that they are well-equipped and set up for success.

If interested in applying, please fill out the Volunteer Application Form and a library staff member will reach out to you.