

Volunteer Recruitment for Los Gatos Library

Position: **Clerical Volunteer**

(1 position available)

Availability: once a week during morning/afternoon, for 2-3 hours (weekdays only)

Responsibilities:

- Book processing: make book jacket covers, apply property stamps, label books appropriately
- Pull holds
- Occasionally do book mending/repair
- Other clerical tasks as needed

Requirements:

- Must be able to commit to a consistent schedule
- Must be able to communicate with supervisor if they cannot make it to their shift ahead of time
- Must be able to communicate well and respectfully with library staff and patrons
- Must be detail-oriented
- Must be able to work independently and be willing to learn new things
- Must love books and libraries!

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