



## Cataloging Assistant – Book Mending Volunteer Job Description

**Mission:** Be a hub for engagement, literacy and learning, and lifelong curiosity and discovery.

**Title:** Cataloging Assistant – Book Mending

**Responsible To:** Computer Center & Cataloging Services Manager

**Qualifications:**

- Must be able to work independently and exercise creative problem solving to repair books.
- Possess a strong attention to detail and enjoy working with your hands.

**Responsibilities:**

- Maintain accuracy and consistency while mending fiction, non-fiction, young adult and children's books.
- Work with glue, hinge tape, book tape and other materials to replace bindings, reinforce corners and repair page tears and/or hinges.
- Other related duties as assigned.

**Time Commitment:** 3-4 hours per week, 1-2 days per week with a regular schedule preferred. Ongoing time commitment with a 3-6 month minimum expectation.

**Training:** Extensive training required and will be provided by Computer Center & Cataloging Services Manager.

**Location:** Report to 3<sup>rd</sup> floor Ask Here Desk for shift. Work is performed in Cataloging Services.

**Contact:** Volunteer Coordinator, 307-773-7224 or VolCoor@lclsonline.org