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 3rd floor Ask Here Desk for shift. Work is performed in Cataloging Services.

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