



Cataloging Assistant – Book Processing Volunteer Job Description

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

Title: Cataloging Assistant – Book Processing

Responsible To: Computer Center & Cataloging Services Manager

Qualifications:

- Must be able to work independently and perform repetitive, predictable tasks.

Responsibilities:

- Maintain accuracy and consistency while placing barcodes, RFID tags, stamps and stickers in specific locations on each new or gift fiction, non-fiction and/or children's book.
- Other related duties as assigned.

Time Commitment: 1-2 hours, once or twice per week depending on need. More assistance is needed September-May with hours decreasing in the summer months. Ongoing time commitment with a 3-6 month minimum expectation.

Training: On-the-job training provided by manager with ongoing assistance from manager and/or other library employees.

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