



ILL Mail Prep Assistant Volunteer Job Description

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

Title: ILL (Interlibrary Loan) Mail Prep Assistant

Responsible To: Interlibrary Loan Specialist

Qualifications:

- Must be detail oriented and able to work independently
- Able to stand for prolonged periods (2-3 hours)
- Ability to lift boxes and push carts with moderately heavy books or other library materials
- Can regularly work on Mondays, Wednesdays and/or Fridays

Responsibilities:

- Prepare a variety of items to be sent to other libraries
- Package library materials for USPS mail
- Verify addresses and include appropriate enclosures for content that is to be shipped
- Ensure items are packed securely to avoid damage
- Follow prescribed steps/instructions from training
- Other duties as assigned

Time Commitment: Up to two hours per week with schedule flexibility during library hours. Ongoing time commitment with a 3-6 month minimum expectation.

Training: Must attend 1-hour training with Interlibrary Loan Specialist or other Adult Services employee. Contact Volunteer Coordinator to arrange.

Location: ILL, 3rd floor (Adult Services)

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