**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