

## **MARION COUNTY LAW LIBRARY VOLUNTEER POSITION (DESCRIPTION)**

### **Marion County Legal Counsel/Marion County Law Library**

Title: **Library Volunteer**

Location: **234 High Street SE, Salem, OR. 97309-5036**

#### **ABOUT THIS POSITION:**

The Marion County Law Library (MCLL) best serves the community when every available item in the collection is in its proper place. Volunteers in this capacity will shelve items for easy retrieval by library patrons and staff; maintain the order of library materials, shift books around on shelves, file inserts and repackage information.

#### **RESPONSIBILITIES:**

Volunteers re-shelve materials according to the proper filing order, shift materials on shelves when needed, and organize and straighten materials on shelves. Volunteers may also shelf-read

and restore out-of-order items, search for items thought to be missing, and/or process and shelve materials on reserve. Volunteers perform additional duties and assignments as requested.

#### **POSITION REQUIRES:**

- Ability to arrange items in alphanumeric or subject order
- Must be able to lift up to fifteen pounds of materials
- Prior experience working for a library or currently enrolled in a Master of Library Science Program preferred.

#### **SPECIAL REQUIREMENTS:**

- Ability to follow directions and work independently
- Ability to adapt to changes and shift/move materials in the library
- Physical strength necessary to transport materials and push/pull carts
- Ability to stand for extended periods of time
- Ability to stand on stepstool while removing or replacing materials on shelves
- Ability to squat while removing or replacing materials on shelves
- Ability to create and read shelf/spine labels
- Ability to use Microsoft Word and Excel efficiently
- Ability to receive, add, pull and replace inserts/pocket parts for existing legal materials
- Willing to explore new tasks

**TIME INVOLVEMENT:** Volunteers must be flexible. Must be open to a consistent schedule.

**IF INTERESTED,** please contact:



Marion County Volunteer Services Coordinator  
[volunteer@co.marion.or.us](mailto:volunteer@co.marion.or.us) or (503) 588-7990  
<http://www.co.marion.or.us/BS/VOL>