Volunteer Services Task Description

Audio Visual Inspection

Assist staff and enhance the library’s service to the public by inspecting CD, DVD and multi-format set for correct number of pieces.

Responsibilities

- Inspect each set for correct number of pieces.
- Clean discs as needed.
- Match copy number and title.
- Examine for obvious or unusual damage.
- When necessary, fill our “Damaged Item or Missing Parts” form and attach to item.

Required Skills

- Good attention to details and organizational skills.
- A friendly and approachable manner.

Training is provided and consists of one session.

Time Commitment

- 2 hours per week for a minimum of 6-12 months.

Reward

Satisfaction in helping Library staff support customers.
Opportunity to become familiar with the library’s collection.

How to Apply

Complete an Online Application

Questions? Read our FAQ or Contact Volunteer Services at judye@deschuteslibrary.org or 541-312-1039