

Volunteer Services Task Description

Missing List

Assist staff and enhance the library's service to the public by locating materials considered missing from library shelves based on the regularly printed missing list.

Responsibilities

- Locate materials on library shelves reported on missing list with matching barcodes.
- Place materials on library cart and deliver to circulation for scanning and reconciliation.
- Mark items on list not found.

Required Skills

- Good organizational skills.
- A friendly and approachable manner.
- Previous DPL shelving experience preferred and the ability to follow specific protocols for assigned task.

Training is provided and consists of one to two sessions.

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 judy@deschuteslibrary.org or 541-312-1039