

## Library Volunteer Regular Duties

A library volunteer must have no N's or U's during the previous quarter and must continue to meet that standard while volunteering in the library.

**A library TA must be honest and trustworthy; any student or staff information a TA sees or comes in contact with must be treated as privileged information. Sharing information with others or using it improperly will result in both loss of TA privileges and may be cause for disciplinary action.**

Library duties listed below may be assigned and should be performed as needed. While it may not be necessary to do every duty every day, a volunteer should check to see if these things are needed and do them if required.

- 1) Straighten the library:
  - a) Push in chairs
  - b) Pick up and shelve stray books left on tables
  - c) Clean/dust/pickup as needed
- 2) Computer work:
  - a) Check in books and magazines
  - b) Check out/renew books and magazines
  - c) Help with inventories and generate shelf-lists
- 3) Additional duties:
  - a) Correctly return checked-in books to shelves
  - b) Read and organize shelves properly
  - c) Run errands
  - d) Help with textbook distribution and collection
  - e) Help supervise during SOAR (when these overlap with the TA's regular library period)
- 4) Miscellaneous tasks:
  - a) Help students/staff research using the Internet
  - b) Assist students/staff with locating library materials
- 5) Other library-related tasks may be periodically assigned

Please keep the above portion, and sign and return the section below to a library staff member:

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I have read and understand the **Library Volunteer Regular Duties** listed above, and I am keeping the section above for reference.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date