



## VOLUNTEER OPPORTUNITY AT THE CENTRAL LIBRARY

### RENTAL BOOK ASSISTANT

#### RESPONSIBILITIES

- Keeps rental book collection (the McNaughton collection) up-to-date.
- Checks rental books for expired dates.
- Places expired titles on a cart for review by the Reference Librarian.

#### THE DIFFERENCE YOU WILL MAKE TO THE LIBRARY

- By helping to keep the library organized, increase the public's enjoyment and use of library facilities and materials and, free the Library's professional staff to apply their time in providing valuable library services to the community that only they are skilled to do.

#### VOLUNTEER QUALIFICATIONS

- Is honest, reliable, punctual, enthusiastic, energetic, and flexible.
- Is courteous and friendly to library patrons, staff, and volunteers.
- Has an aptitude for neatness and order.
- Has good eyesight.
- Able to reach above head, to use a foot stool, to place and retrieve books on shelves, and to lift items weighing up to 25 pounds.
- Able to work in the library with some dust.

#### COMMITMENT REQUIRED

- One (1) hour per month on an ongoing basis.

#### CONTACT

- Ellen Cunningham, Central Library Volunteer Coordinator, 564-5633, [ECunningham@SantaBarbaraCA.gov](mailto:ECunningham@SantaBarbaraCA.gov).