



TIGARD PUBLIC LIBRARY
13500 SW Hall Blvd.
Tigard, OR 97223
(503) 684-6537

Volunteer

OPPORTUNITIES

New Volunteer Orientations Scheduled!

Friday, January 27, 4pm to 5pm
Thursday, February 16, 6pm to 7pm
Monday, February 27, 4pm to 5pm

Call Trish to sign up 503-718-2516

Volunteer Positions Available As of 1/27/2012

Priority Needs are in Red!

Special Event: Help with SuperBowl Sunday on the big screen!
Come help with set-up, snacks, play Wii games and then help put it all away. Sunday, 2/5, 2-3 hours between 2:30pm and 8:30pm. Fun and Football! Want to join in? Reply to Trish.

CIRCULATION

SHELVING. We could use your help to keep up with all the items coming back into the library! Books and videos need to be shelved to be rediscovered by the next patron. Flexible scheduling after 3-step training. 1, 2 or 3 hour shifts.

REQUESTS TO FILL. Find the books that patrons at other libraries want to borrow from the Tigard Library. Search the stacks to find items, process them and send them on their way to happy patrons throughout Washington County. The list just keeps growing and growing! Mondays, Tuesdays, Wednesdays, Thursdays, Fridays, or Saturdays, 9-11am, 10-12pm, Sundays, 9:30-11:30am. Basic computer skills required.

A/V SHELVING. We're working hard to get movies, music and audio books out to new patrons in a timely fashion. Help is especially needed in the adult audio/visual sections of the library. 2 hour flexible shifts after training.

A/V VERIFYING. This position is aimed at expediting the A/V checkin process. Check to see that all of the pieces of audio/visual materials are returned and in good shape. Attention to detail is required! 1-2 hour flexible shifts after training.

A/V SHELF-READER. Movies, music and audio books are now in strict alphabetical order....well, sort of. As we make this change, volunteers are needed to help keep the collection in order. Want to be a part of the team? Flexible hours after a brief training.

ENTRY POINT GREETER. We provide the training, you provide the smile. Help people find their way around the library. Entry Point volunteers answer incoming phone calls, greet patrons, and support the Circulation staff in making new library cards among other duties. Minimum age is 16 and super-friendly personalities are required! 2 hour shifts available as follows:

- ~Mondays, 12-2pm, 2-4pm, 7-9pm
- ~Tuesdays, 9-11am (sub through mid-April), 10-12, 4-6pm, 6-8pm or 7-9pm
- ~Wednesdays, 10-12pm, 2-3pm, 5-7pm, 7-9pm
- ~Thursdays, 3-4pm, 8-9pm
- ~Fridays, 12-2, 4-6pm, or 5-7pm, 7-9pm
- ~Saturdays, 4-6pm
- ~Sundays, 2-4pm, 4-6pm

CHECKIN. Scan and sort books and A/V materials returning to the library. Shift openings available:

- ~Fridays Books: 3-5pm, 5-7pm, 7-9pm
A/V: 11-1pm, 12-2pm, 1-3pm, 2-4pm, 4-6pm, 5-7pm, 6-8pm, 7-9pm
- ~Saturdays Books: 9-11am, 11-1pm, 1-3pm, 3-5pm, 4-6pm
A/V: 9-11am or 10-12pm, 12-2pm, 2-4pm, 4-6pm
- ~Sundays Books: 10-12pm, 11-1pm, 12-2pm, 1-3pm, 2-4pm, 3-5pm, 4-6pm
A/V: 11-1pm, 12-2pm, 2-4pm, 4-6pm
- ~Mondays Books: 9-11am (sub through March) 1-3pm, 3-5pm, 5-7pm, 7-9pm
A/V: 11-1pm, 1-3pm, 4-6pm, 5-7pm, 7-9pm
- ~Tuesdays Books: 1-3pm, 2-4pm, 7-9pm
A/V: 9-11am, 11-1pm, 3-5pm, 5-7pm, 6-8pm or 7-9pm
- ~Wednesdays Books: 11-1pm, 4:30-6:30pm, 5-7pm, 7-9pm
A/V: 9-11am, 11-1pm, 1-3pm, 3-5pm, 5-7pm, 7-9pm
- ~Thursdays Books: 11-1pm, 1-3pm, 3-5pm, 5-7pm, 6-8pm, 7-9pm
A/V: 9-11am, 11-1pm, 3-5pm, 5-7pm, 7-9pm

Must be 16 years of age or older. Basic computer skills required. Accuracy is most important! Training provided. Lifting, pushing, pulling, and bending are required.

DISC TROUBLESHOOTING SPECIALIST. Help with problem CDs and DVDs. Polish with totally cool new buffing machine, record and recommend whether to keep items in circulation or withdraw them. 2 hours per week is needed. Training is provided. Flexible scheduling is possible.

TASKET PROCESSING AND HOLDS SHELVING. Sorting, checkin, and shelving of the books on reserve for Tigard patrons. Bending and lifting required. **Saturdays, 11am to 1pm, Sundays, 2 hours between 12:30noon and 4pm.** Must be 16 years old or older. Training provided.

UNCLAIMED HOLDS PROCESSING & HOLDS SHELVING. That's a fancy name for clearing off the shelves of expired reserved items and shelving the new items. Neatness counts! This work is done in the morning. Daily suggested hours for the unclaimed holds processing are **9am to 11am on Tuesdays, Thursdays, Saturdays or Sundays.** Holds shelving is needed from 12-2pm or 1-3pm daily.

READERS' SERVICES

FRIENDLY VISITOR. Friendly Visitors select and deliver library materials to registered patrons who can't get to the library on their own. A police background check and a drivers' record check are required. Training is provided. Minimum 1/month visits are requested.

ADMINISTRATION

SPECIAL NEEDS VOLUNTEER FACILITATOR. In partnership with staff, assist and supervise Tigard Library volunteers who require additional supervision and guidance to be successful. Participate in placement, supervision and coaching volunteers to shelve and perform a variety of projects and record hours. A criminal background check will be performed. 3-4 hours per week.

Call (503-718-2516), email (trish@tigard-or.gov), or stop by and see Trish for more information. Thanks for all the volunteer work you do!