



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

# Volunteer

## OPPORTUNITIES

### New Volunteer Orientations Scheduled!

Thursday, 8/26, 6pm to 7pm  
Wednesday, September 15, 4pm to 5pm  
Thursday, September 30, 6pm to 7pm

Call Trish to sign up ..... 503-718-2516

### Volunteer Positions Available As of 8/17/2010

Priority Needs are in Red!

#### 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.

**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, 4-6pm, 6-8pm or 7-9pm  
~Tuesdays, 2-4pm & 4-6pm, 6-8pm, or 7-9pm  
~Wednesdays, 5-7pm, 7-9pm ~Thursdays, 2-3pm, 6-8pm or 7-9pm  
~Fridays, 12-2pm & 2-4pm, 4-6pm, 6-8pm or 7-9pm  
~Saturdays, 10-12pm, 12-2pm, 2-4pm ~Sundays, 2-4pm

**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, 11-1pm. Sundays, 11-1pm. Basic computer skills required.

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

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

**TASKET PROCESSING AND HOLDS SHELVING.** Sorting, checkin, and shelving of the books on reserve for Tigard patrons. Bending and lifting required. Tuesdays, or **Sundays, 12-2pm**, or Thursdays or **Saturdays, 10am to 12pm**. 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.

**A/V VERIFYING.** This new 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.

**LOST AND MISSING MATERIAL SEARCHING** ....are you the detective type? We need diligent, not easily frustrated people, to comb the shelves, look behind things, search high and low for lost books and videos. This work needs to be done between the 5<sup>th</sup> and the 10<sup>th</sup> of the month each month.

## READERS' SERVICES

**ASISTENTE PARA CURSO DE COMPUTADORAS.** Do you speak Spanish? Do you like to help people learn new things? We're seeking bi-lingual computer class assistants to translate and/or help patrons in basic skills classes. About 2 hours a week is requested.

**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.

**LOCAL HISTORY ROOM HOST AND PROJECT VOLUNTEER.** Let's get our super local history room open more often! Welcome visitors and answer basic questions. Help to develop local history resources for use by patrons. 2 hours/week are requested and a 4 month commitment would be nice.

## **TECHNICAL SERVICES**

**NEW MATERIAL PROCESSING.** Help our Tech Services staff with the preparation of new books. Covering books with Kapco and taping book spines are two jobs we specifically need help with. Great for people that like to work with their hands. Minimum 6 month commitment requested. 2 hours per week. Available shifts in order of staff preference: Mondays, 11am to 1pm, or Tuesday mornings, or Wednesdays, between 11am to 5pm, or Friday afternoons.

## **AND ONE FROM OUR FRIENDS:**

**VOLUNTEER WITH THE FRIENDS OF THE LIBRARY!** Donations are increasing. The Friends need help boxing and hauling books from the Donations room to storage for the Big Book Sales. Do you have 2 hours a week to help raise over \$12,000/year? The Friends need you! And the library will appreciate the financial support!

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