

Crook County Library

Magazine Weeding Volunteer Job Description

Overview of Position: Pulls old magazines from shelves on a quarterly basis within the collection development parameters.

Qualifications:

- Ability to arrange items in numerical and alphabetical order.
- Physical ability to reach top shelves and bend to bottom shelves.
- Aptitude for detail and neatness.
- Willingness and ability to work independently.
- Willingness and ability to be scheduled at times needed by the library.

Responsible To: Designated staff member.

Responsibilities:

- Reviews copies of magazines and removes magazines from shelves on a quarterly basis
- Scans magazine barcodes into existing spreadsheet for weeding from library circulation
- Notifies Circulation Manager when magazine scanning is complete
- Blacks out magazine barcodes
- Places weeded magazines in area specified by library staff

Training Provided:

- Orientation to the library
- Specific training on magazine review and weeding procedures

Time Commitment: Three hours quarterly

Length of Commitment: One year

Contact Person: Jennifer Kent, Volunteer Coordinator, 541-447-7978 ext. 308

Please help our library staff members attend to their duties by keeping visiting to a minimum. We ask that you turn your cell phones to silent while working in the library. Personal calls and conversations should be held outside the library work areas.