

VOLUNTEERS NEEDED

With good computer and people skills to learn all aspects of serving the public as a Librarian e.g.:

- Able to work the desk with adults, children, and at the drive-thru window.**
- Check-in, check-out, & shelve items.**
- Search catalog and place holds.**
- Issue library cards & set notifications.**
- Help patrons access all library services.**
- Answer phone & make calls to patrons.**
- Provide technical computer assist.**
- Keep current on new releases.**
- Arrange transfer of materials to 12 branches & process transfers received.**

Please inquire in person at your Weed Library, 150 Alamo Ave.

