WOODLAND PUBLIC LIBRARY

Volunteer "Spinetingler"
(Book Repair Technician)

Job Description

**Importance of Position to the Library:** Assists the Library by maintaining best-loved books and materials in good repair, so they can be used by library visitors.

**Qualifications:**
- Good small motor skills and eyesight
- Good attention to detail
- Willingness to work with a small group

**Responsible To:** Director of Volunteer Services

**Responsibilities:**

1. Attend a 3-hour training provided by the Library at no charge, on book repair and cleaning.
2. Work with other Spinetinglers to set monthly mending date.
3. Attend monthly mending date, or give supervisor sufficient notice if unable to attend.

**Training Provided:** Orientation to the Library as well as a three-hour training on skills and techniques for repairing, mending and cleaning library books.

**Benefits of Volunteering:**

- Provide a much-needed service to the library and its customers by ensuring best-loved books are continually available.
- Gain skills in book mending and repair.
- Meet people who share similar interests.

**Time Commitment:** Three hours once a month

**Length of Commitment:** Minimum six month commitment requested

**Grounds for Termination:** Failure to carry out assigned responsibilities

**Contact Person:** Director of Volunteer Services 555-5980

Date Revised: (3/95)