



Volunteer Opportunities

Dear Concord Public Library Friend,

In an effort to further enhance the library's services and its capacity to meet the needs of our community, we hope to build a core team of volunteers to lend assistance to library staff. Our staff will be happy to provide training, guidance and support.

Please consider joining us as we work to reach our goals! Whether you are someone who can volunteer once a week or just once a year, your time and talent is valuable and greatly appreciated. Please review the volunteer opportunities listed below and click on [volunteer profile](#) to complete an application.

For more information, please contact Karen Gerber at 225-8670, Option 5.

Library Materials Volunteers

- *Assist staff in sorting returned materials, putting materials on book trucks in order, shelving materials and checking the orderliness of the shelves.*
- *Learn basic book mending techniques and mend damaged materials.*
- *Learn to process new books by applying book jackets and labels.*
- *Clean CDs and DVDs using disc buffer machine.*
- *Clean children's board books, picture books, toys, musical instruments, stuffed animals, etc.*
- *Clean plastic binders for magazines in the Periodical Room.*
- *Assist staff in creating displays on the Main Floor and in the Children's Room.*
- *Maintain book sale rack. Stock shelves and create display of books for sale inside the Main Library front door.*

Technology Volunteers

- *Be a computer tutor. Assist customers with basic computer skills, such as using a mouse, using MS Word, signing up for an e-mail account, and navigating a website.*
- *Complete file conversion for web page.*
- *Scan historical photographs so that they can be accessible via the library's web page.*
- *Input data into the library's Obituary Index or Concord Monitor Index.*

Office Volunteers

- *Photocopy forms, brochures, etc.*
- *Stuff welcome packets.*

Building Volunteers

- *Work outdoors, doing such things as weeding, spreading mulch or planting bulbs.*
- *Work indoors dusting shelves or washing tables.*
- *Greet library customers as they enter the building, and direct them, as appropriate, to the Children's Room, the Circulation Desk or the Reference Desk for assistance.*

Program Volunteers

- *Oversee Campbell soup label collection.*
- *Assist with preparing and assembling activity packets for children's programs.*
- *Assist with Children's Room programs.*
- *Assist with adult programs, including Concord Reads programs.*
- *Put posters up around town about library programs.*
- *Complete meeting room set-up and break-down.*