**Jennings Library Learning Commons**

**Volunteer Opportunities**

You can pick one, two or all! ☺ Or let us know if you’d like to help in a different way. We are happy to receive your feedback and your help!

***Circulation Volunteer (12PM – 1:30PM, on a weekly or every-other-week schedule)***

* check in and check out materials to students, teachers and staff.
* check holds list and getting materials ready & deliver them to teacher’s classrooms/ mailboxes.
* training will be provided on using the library’s circulation system.

***Page/Shelver***

* shelve books & DVDs.
* organize magazines and newspapers.
* assist with upkeep/order of shelves; help retrieve items for holds.
* Dewey Decimal System training and library orientation will be provided.

***Book Processing Volunteer***

* processing of new materials: adding book jackets, due-date slips.
* book repair includes: replacing worn and dirty book jackets, repairing of loose pages in materials.
* processing discarded materials includes: crossing out barcode number, removing pockets, targets, and date-due slips from items.

***Adopt-a-shelf Volunteer***

* monitor a section of the Library’s shelving to keep books, magazines or other resources in order.
* check section for currency, need of repairs, circulation numbers.

***Teaching Assistant***

* assist Library Media Specialist during instructional time in the computer lab or in the LLC.
* explore new educational applications.