

**James V. Brown Library  
Volunteer CIRCLE Program  
Position Description**

**Bibliotopia Reader's Guide**

Provide a pro-active customer service presence in the Bibliotopia area of the library where there is limited ongoing staff presence.

<b>Hours</b>	Days, evenings, weekends
<b>Time Commitment</b>	Two to four hours weekly. Maintain regular schedule.
<b>Location</b>	Bibliotopia
<b>Nature of Work</b>	Reader's Guide greets customers, asking if they need assistance in locating materials or using the online catalog, and pointing them in the right direction. Shelves books and materials, and keeps Bibliotopia tidy. Maintains area around coffee machine and restocks supplies as needed. Should develop technical proficiency with audiobook download station and assist customers in its use. Performs various additional tasks, such as mass mailings, etc., as needed.
<b>Qualifications</b>	Ability to work independently. Must be friendly and approachable; able to reach and bend, and use the online catalog and Dewey Decimal system.
<b>How to Apply</b>	Contact Volunteer Coordinator at 326-0536, pick up paper application at library customer service desk, apply online at <a href="http://www.jvbrown.edu/volunteer.html">www.jvbrown.edu/volunteer.html</a>
<b>Supervisory Department</b>	Circulation