

Quincy Public Library Volunteer Task Descriptions



Adopt-a-Shelf: This task can be completed on a drop-in basis at a time convenient for you, but should be accomplished at least once monthly. You will be assigned a shelf or shelves of materials to be straightened and put in order. Your recommendations for removing damaged material or purchasing new titles in that area would be welcomed.

Advocacy: Library advocates can help by friending the Quincy Public Library on social media, sharing library posts, wearing library buttons and t-shirts, attending City Council meetings, speaking to councilmen, and/or writing letters of support to the editor of the Herald-Whig.

Book Sales: The Friends of the Library hold book sales at least twice per year, generally in April and October. Volunteers help to sort and place the books on tables for the sales, and handle the actual selling of materials. Strength and stamina are a plus! Volunteers have the opportunity to select items for purchase before the sales open to the public. Those who wish to help with book sales must first join the Friends of the Library.

Book Store: The Friends of the Library operated Secondhand Prose, a used bookstore in the Library. Volunteers sort donations, stock shelves, and sell the materials during regular hours. The store is open Tuesday through Saturday from 10am to 4pm. Volunteers may sign up for weekly or monthly shifts, generally three hours at a time. Those who wish to work in the book store must first join the Friends of the Library.

Children's Programs: Staff can often use assistance with registration, crowd control, distributing materials or snacks at special programs, and/or helping children with craft projects. Volunteers can sign up for a regular schedule or to be called as needed. Volunteers must be able to tolerate the noise and activity of a large number of children.

Cleaning: This task can be completed on a drop-in basis. Tasks may include picking up litter on the grounds, or dusting library shelves or fixtures.

Computer and Device Tutoring: If you are a computer techie, or are just proficient and enjoy teaching others the basics, we would love to have you for a Tech Tutor. Patrons regularly need assistance with basic computer skills and/or downloading eBooks and other digital offerings from the Library. A tutoring volunteer would be expected to commit to a regular weekly or monthly schedule so that patrons may sign up for one-on-one assistance.

Computer Projects: If you are proficient with and enjoy computer work, you may be interested in assisting our Marketing and Events staff with PR materials, entering data to update our Adams County death index, or in completing other special projects. This task would be scheduled with Marketing and Events or Information Services staff members as needed.

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Crafts: Volunteers who enjoy handicrafts could arrange a regular schedule or would be called as needed to prepare craft materials or packets for children's craft programs or summer reading bags. Staff members would have materials and instructions ready for the volunteer to follow. This would often involve cutting and assembling pieces into packets.

Deletions: If you want to help but don't want to think too hard, assisting with deletions is an easy way to get involved. Technical Services staff would train you to complete the tasks needed when materials are removed from the collection due to condition, lack of use, or just being outdated. A regular schedule is preferred but the time is very flexible.

Delivery to Homebound: Library staff members and volunteers deliver library materials to patrons who live in nursing homes, assisted living, or who are unable to easily leave their own homes. In most cases staff members select and track the materials, but volunteers make many of the actual deliveries. Volunteers must pass a background check, have a valid driver's license and provide their own transportation. They must also commit to a regular schedule for deliveries, and notify the appropriate staff member if they are unable to deliver as scheduled. Volunteers may register with RSVP and may be eligible for mileage reimbursement through RSVP.

Gardening: If you love gardening and would like to help beautify the library grounds, we would appreciate your help! You may help with specific areas as a member of the Master Gardeners or Muddy River Herb Guild, or you may plant flowers and pull weeds in other areas that need attention. This opportunity is seasonal and can be accomplished on a drop in basis.

Genealogy and Research: Members of the Great River Genealogical Society volunteer on Tuesday mornings to assist patrons with genealogy research. Those who wish to assist on Tuesdays would first need to join GRGS. Volunteers could also assist with mailed and emailed obituary requests and other research requests. Library staff members occasionally work on special projects that could be supplemented by volunteers who would be called as needed.

Pulling Holds: Now that Quincy Public Library members can search and place holds on materials held by any library that is part of the Resource Sharing Alliance, QPL also receives requests daily from members of the other library communities. If you know how to locate materials in the Library, or would like to learn and would enjoy the hunt, this task might be for you. Volunteering for this task would require a commitment to regular schedule, either daily, weekly, or monthly, at an assigned time.

Shelving: If you like to stay active, know your alphabet and can read small print, you might be interested in shelving library materials. Staff members would train you to shelve materials in a particular area or format. A regular schedule is preferred so that we can count on you to complete the task.

Special Events: Similar to the Children's Programs task, staff may need assistance with registration, crowd control, or distributing materials or snacks. Volunteers would be called as needed for special events such as Summer Reading Kickoff or Big Read Kickoff.