

Circulation Dept.

For all Circulation Dept. volunteer opportunities contact: Sandra Coleman 868-7740 or colemans@mycitylibrary.org

Library Shelving

Would you like to help us get our DVDs, CDs, books and other library materials back on the shelves for our library customers as quickly as possible? We need volunteers to help out for two hours a week or more. All you need is a knowledge of alphabetical filing and the Dewey Decimal system and the ability to stand while working. Our volunteers keep the security case bins emptied, they case and shelve DVDs and CDs, and they fold library fliers.

Resurfacing DVDs/CDs. Because our media items get such heavy use, they often get scratched. We have a resurfacing machine that volunteers can operate to repair our DVDs and CDs so they may be checked out again. This task requires manual dexterity and attention to detail. Flexible hours available during mornings and afternoons.

Self-Check Machines/Automated materials return. Now that we are moved into our new library, customers check out their materials using the self-check machines. Some of our volunteers help customers use our self-check machines and our automated materials return machine. They also shelve customer holds in the Self Service Holds area on the first floor. Volunteers needed during the busy lunch hours, early evenings between 5-7pm and weekends.

Movie attendant. Volunteers are often called upon to help monitor films being shown in the library. Ensures the movies run smoothly and reports any problems to library staff. Occasionally they may be asked to pop popcorn in our popcorn popper, bag it and pass it out to the customers. Evening and weekend hours available.

Technology Floor

Computer Lab:

We need people who are experienced in working with computers and would like to help people of all ages in a classroom situation. You do not have to be an expert but if you are, we would welcome your assistance. We offer classes from simple mousing skills to Microsoft Word and beyond and need help in all of them. All you need is a knowledge of computers, a willingness to learn more, and a lot of

patience. For more information, call Tracie Seurer at (561) 868-7763 or email her at: seurert@mycitylibrary.org

[Download the Volunteer Application: \(Click Here\)](#) 

[Download the Computer Lab Volunteer Application: \(Click Here\)](#) 

[Download the Background Check Form: \(Click Here\)](#) 