



TIGARD PUBLIC LIBRARY

13500 SW Hall Blvd.

Tigard, OR 97223

(503) 684-6537

Volunteer

OPPORTUNITIES

New Volunteer Orientations Scheduled!

Wednesday, March 16, 6pm to 7pm

(To register, contact Trish at 503-718-2516 or trish@tigard-or.gov)

Volunteer Positions Available 3/1/2016

(Bold type means a greater need)

Shelving: Putting materials back for the next patron to discover.

Bin Sorting: Help sort materials returned to the library and process incoming holds.

Entry Point: Greeting library patrons and answering directional questions.

Cart Sorting: A sit-down version of Bin Sorting, putting materials in alpha or numeric order, etc. Requests

to Fill: Searching and finding materials patrons have put on reserve.

SUNDAY

~ **Shelving**—10-Noon, 1-3 pm, and 3-5 pm

~ **Bin Sorting/Holds Processing**—11am-Noon, 12-1pm, 1-2pm, 2-3pm, 3-4pm

~ Entry Point—12-2pm (through June), 4-6pm

~ Cart Sorting—Noon-2pm, 4-6pm

~ Requests to Fill—10-Noon (2)

SATURDAY

~ **Shelving**—10-Noon, 1-3pm and 3-5pm

~ **Bin Sorting/Holds Processing**—11-Noon, (2) Noon-1pm, (2) 1-2pm, 2-3pm, 3-4pm, 5-6pm

~ Entry Point—2-4pm, 4-6pm

~ Cart Sorting—Noon-2pm, 4-6pm

~ Requests to Fill—3-5pm

FRIDAY

~ **Shelving**—10-Noon, 1-3pm, 3-5pm, 5-7pm and 7-9pm

~ **Bin Sorting/Holds Processing**—11-Noon (2), Noon-1pm, (2) 1-2pm, 2-3 p.m., 3-4pm, 4-5pm, 5-6pm, 6-7pm

~ Entry Point—2-4pm, 4-6pm

~ Cart Sorting—Noon-2pm, 2-4pm

~ Requests to Fill – 5-7pm (1)

THURSDAY

- ~ **Shelving**—10-Noon, 1-3pm, 3-5pm, 5-7 pm and 7-9 pm
- ~ **Entry Point**— 10-Noon, 4-6pm, 6-8pm
- ~ **Bin Sorting/Holds Processing**—10-11am (2), 11-Noon (2), Noon-1pm, 1-2pm, 2-3pm, 3-4pm, 4-5pm, 5-6pm, 6-7pm
- ~ **Cart Sorting**—Noon-2pm, 3-5pm
- ~ **Requests to Fill**—**5-7pm (1)**

WEDNESDAY

- ~ **Shelving**—10-Noon, 1-3pm, 3-5pm, 5-7pm, 7-9pm
- ~ **Bin Sorting/Holds Processing**—10-11am (2), 11-Noon (2), Noon-1pm, 1-2pm, 2-3pm, 3-4pm, 4-5pm, 5-6pm, 6-7pm
- ~ **Requests to Fill**—**5-7pm (1)**
- ~ **Entry Point**—12-2pm, 5-7pm, 7-9pm
- ~ **Cart Sorting**—Noon-2pm, 2-4pm, 4-6pm

TUESDAY

- ~ **Shelving**—10-Noon, 1-3pm, 3-5pm, 5-7pm and 7-9pm
- ~ **Bin Sorting/Holds Processing**—1-2pm, 2-3pm, 3-4pm, 4-5pm, 5-6pm, 6-7pm
- ~ **Entry Point**—12-2pm, 2-4pm, 4-6pm
- ~ **Cart Sorting**—Noon-2pm and 4-6pm
- ~ **Requests to Fill**—**5-7pm (1)**

MONDAY

- ~ **Shelving**—10-Noon, 1-3pm, 3-5pm, 5-7pm and 7-9pm
- ~ **Bin Sorting/Holds Processing**—Noon-1pm, 1-2pm, 2-3pm, 3-4pm, 4-5pm, 5-6pm, 6-7pm
- ~ **Entry Point** – 2-4pm, 6-8pm
- ~ **Cart Sorting**—Noon-2pm, 4-6pm and 6-8pm
- ~ **Requests to Fill**—**5-7pm (1)**

Other Available Positions:

- ~ **Adopt-a-Shelf Reader.** Once or twice per month Adopt-a-Shelf volunteers shelf-read the books in a specific section of shelves, rearrange books that are out of order, straighten books and generally organize their areas. Flexible hours after training—morning, afternoons or evenings.
- ~ **Friendly Visitor.** Share the library with housebound in the Tigard community! Typical visits are once a month. Background check clearance is required.
- ~ **Tech Helper.** Meet one-on-one with patrons to help with a variety of technical issues—email, Windows products, e-readers and more. Background check clearance is required.