

# Library Services Volunteer

## Role & Responsibilities

The role of the library services' volunteer consists of the following:

- Staff the library before/after a weekend mass, at least once a month
- Keep statistics regarding library usage after each shift
- Facilitate book loans for parishioners (see Lending Books procedure)
- Re-shelve returned books (see Book Return procedure)
- Promote Library Services, its collection, its website
- Encourage all parishioners to make use of the parish library
- Familiarize yourself with the collection, read and provide book reviews
- Attend library services meeting, held 3-4 times a year

### At least 15 minutes prior to Mass time

Prepare your work space

- Set date stamps to the required return date
  - three week for books
  - one week for DVDs and CDs
- Choose books & DVDs for the display holder (perhaps new acquisitions or seasonal topics). Make sure to place a sign on the holder directing parishioners who wish to borrow books or DVDs to consult with the library volunteer after mass

### Before entering the Mass

- Close the library doors

### After benediction, once Mass has ended

- Open library doors
- Put on your "Library Service Volunteer" name tag
- Make eye contact with parishioners as they exit church
- Smile, invite people to view the collection
- Offer help in finding books to those interested
- Lend books to parishioners wanting to borrow - see Lending Book procedure

### At least 15 minutes after mass, once most parishioners have left

- Return books and CDs on display to proper places in the library close and lock doors, return card box.
- Re-shelve returned books - see Book Return procedure
- When you are the last one to leave church, turn off East lights and make sure the church doors close (and lock) behind you

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