

Informational Literature Prep and Assembler

Handley Library, Information Services

3 hours per week

Assist the Information Services Staff in preparing and assembling “New Patron Packets” of information about the library and its services. These packets are given to new patrons when they sign up for a library card.

This position involves printing and folding materials and requires the ability to operate office equipment including a printer and a folding machine.

For questions about this volunteer position, please contact Todd Strader, Information Services Coordinator

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