

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Charles R. Joy Library Committee Member

Service Opportunity Brief Description:

- Chooses, acquires, and catalogues new books for the library;
- Processes new books for shelving;
- Writes reviews of new books for Windows;
- Shelves returned books and records circulation statistics.

Service Opportunity Detailed Description:

Library Committee members work in support of the Library's mission:

"The Library supports the mission of the First Unitarian Universalist Society of Albany, and selectively collects and facilitates access to information resources on: Unitarian Universalism and other spiritual traditions; social and ethical issues, philosophy, theology, Bible study with a liberal religious perspective, and other issues of interest to our congregation. The library also holds non-circulating collections of art books and antiquarian books on Unitarian Universalist history."

There are several different tasks that can be assigned to different committee members as follows (MUCH OF THE WORK CAN BE DONE FROM HOME):

PURCHASING TASKS:

Chooses new acquisitions;

Has acquisitions shipped directly to the processing person; if received as a gift, delivers them by hand to the person doing processing;

Enters new books into LibraryThing online database, assigns call numbers usually based on information from LibraryThing using the order information (ISBN, etc.) and sends call number info to the person doing processing via email;

Deletes from LibraryThing books withdrawn or lost & not replaced

Writes monthly columns about new books for Windows (500 words or less)

PROCESSING TASKS:

Prints call number labels from text emailed by Acquisitions;

Puts call number labels on books, if no book jacket, covers label;

Puts covers on book jackets, pastes pockets, makes cards for books;

Delivers new books to Library;

CIRCULATION TASKS:

Shelves books or puts new or special ones on display;

Records, in notebook, books checked out and returned;

Sends reminders for overdue books (by email);

Removes withdrawn volumes and donates to Albany UU BookNook or as decided

(SHOULD BE AVAILABLE MOST SUNDAYS. THIS WORK IS DONE IN THE LIBRARY)

Length of Service Commitment: As needed___ 1-2 times/year___ Less than 3 months___
3-12 months___ 1 year___ 2 years_X_ 3 years___ Other_____

"This opportunity will enable you to..." interact with other book lovers choosing new books for our library, to learn to use the online system LibraryThing, to learn to write book reviews to inform the Albany UU community about new books in the library, to design attractive displays of new acquisitions, and to work from home at your own convenience.

Skills Needed: word processing, email, online searching skills (not all members need all these skills).

Training, assistance, and safety requirements: Training in use of LibraryThing is provided. Online help also available. Advice from previous Chair regarding ordering or acquisitions is available.

Keywords/ Tags: Art & Design__ Computer Skills_x_ Cook/Bake__ Financial Skills__
Handyman Skills__ Leadership__ Marketing/Publicity_x_ Mechanical & Repairs__ Music__
Organizational Skills__ Facilitating__ Gardening__ Outdoor activity__ Shopping__
Driving__ Social Justice Advocacy__ Social Justice Service__ Work at home_x_
Social Media__ Write_x_ Edit__ Teaching__ Work with Children__ Work with Youth__
Work with Seniors__

Contact Person Name:____Sally Knapp_____

Contact person's Email (On website the person's email will be listed as ["person's.name"@AlbanyUU.org](mailto:person's.name@AlbanyUU.org) which will redirect automatically to the actual email address):____SallyDKnapp@Gmail.com _____

Number of positions available:____

Position is currently: Open__ Filled__

Updated 10-22-17