

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Library Team Member

Service Opportunity Brief Description:

There are several different tasks that can be assigned to different committee members, some of which need to be done on Sunday, others of which can be done at any convenient time, including:

- 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, some of which need to be done on Sundays. The vast majority of tasks can be done at any convenient time, many from home. These tasks include:

- Choosing, acquiring, and cataloguing new books for the library;
- Processing new books for shelving;
- Writing reviews of new books for Windows;
- Shelving returned books and recording circulation statistics.

Length of Service Commitment: 2 years

This opportunity will enable you to interact with other book lovers choosing new books for our library. You may also choose from a variety of other opportunities including learning to use the online system LibraryThing, learning to write book reviews to inform the Albany UU community about new books in the library, and designing attractive displays of new acquisitions.

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.

Number of positions available: 4

Key words: books, computer skills, marketing, publicity, work at home, write.