

ST. JOSEPH COUNTY PUBLIC LIBRARY

Local & Family History Volunteer Opportunities

Hours: Can vary, but usually 2 to 4 hours once or twice per week

Requirements: Ability to follow verbal and written instructions
Ability to stand, bend, stoop, or sit for extended periods
Ability to read regular size print and have manual dexterity
Ability to use the following office equipment: stapler, scissors, typewriter, photocopier (computers, scanners, microfilm readers and printers are nice but not necessary)
Ability to be accurate and detail-oriented

Sample projects: Shelf-read books, maps, and CDs
Photocopy fragile newspaper clippings and then file copies in new filing system
Rebox and and relabel damaged historic microfilm boxes
Scan historic books for online projects
Create an index to a local periodical publication such as a newsletter or newspaper
Carry out research to help genealogists and historians from around the world

Complete an application on the third floor of the Main Library, Reception Area, between 9 and 4. Two references are needed.

August 2008