

**Job Title:** Book & Media Repairer

**Purpose of the position:** make easy repairs to damaged books and media so they can be returned to the Library's collections for check out

**Location:** Technical Services

**Key Responsibilities:**

- Use tape and glue to make repairs to books that have been damaged
- Put new plastic covers over book jackets
- Repair cases and boxes for media
- Repair disc media with machine
- Prepare labels for repaired materials

**Reports to:** Technical Services Assistant

**Length of Appointment:** 6 months or longer

**Time Commitment:** 1-2 hours per week

**Qualifications Required:**

- Adults with good manual dexterity and eye-hand coordination
- Ability to follow direction well
- Ability to concentrate and pay attention to details
- Must be able to work independently after instruction

**Support Provided:** Training by Technical Services Assistant

**Age Requirement:** Adult

**Benefits:** Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines