



Job Title: Publicity Record-keeper

Purpose of the position: clip articles about the Library that have appeared in the local newspapers and organize these by year and date.

Location: Administration Services

Key Responsibilities:

- Go through newspapers and find articles and references to the Public Library ¹
- Clip these items
- Organize the clippings by date
- File in scrapbooks

Reports to: Assistant Library Director

Length of Appointment: On-going

Time Commitment: As little as one hour per week or month

Qualifications Required:

- Ability to read
- Ability to use scissors
- Ability to organize

Support Provided: Training by Assistant Library Director

Age Requirement: Minimum of age 16

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

¹ The Library will provide the newspapers that need to be clipped. These are not newspapers that the Library maintains for reference but are issues that have been collected by the Assistant Director.