



**Manitoba Library  
Association**

[www.mla.mb.ca](http://www.mla.mb.ca)

## **Prison Libraries Committee**

### **Volunteer Position Description - COLLECTIONS ASSISTANT**

**Location:** Millennium Library (251 Donald Street) and other locations as required

**Responsibility:** To prepare, organize, label and withdraw (weed) the PLC's prison library materials.

**Reports to:** Collections & Donations Coordinator

#### **Typical duties:**

- Unpack and process (stamp, label, etc.) materials in the MLA-PLC storage area, located on the 3<sup>rd</sup> floor of Millennium library.
- Prepare or pack books for delivery to the WRC and other sites according to the requirements of that host site's needs.
- Pick-up donations and deliver materials to program sites and other locations as needed.

Please note: a Collections Assistant is not required to perform all the duties above. Volunteers are encouraged to only commit to tasks they can consistently be counted on to perform.

**Time commitment:** As needed, approximately 2 hours a month.

#### **Qualifications:**

- Mature, reliable, and able to work independently.
- Commitment, respect, and genuine interest in understanding the reading needs of inmates of various backgrounds, literacies, interests.
- General knowledge of types of fiction, nonfiction, and genres is an asset
- Ability to apply criteria of program needs to selection of resources following the Collection Development Policy (i.e. can discern what books would be the best choice for a program site).
- Physical ability to deliver Library materials (not required for all volunteers)