

# COLUMBUS PUBLIC LIBRARY

## VOLUNTEER TRAINING OPPORTUNITIES

Thank you for your interest in volunteering at the library. We offer a wide-range of volunteer opportunities that fit almost everyone's interest and schedule. Volunteering at the Library is as easy as 1 2 3 ...

1 - Submit a volunteer application and sign up for volunteer training.

2 - Attend training. During training you will learn more about the library, your role as a volunteer, and set your volunteer schedule.

3 - Start Volunteering!

Need more information or want to sign up for training? Call Brooke Mann, Volunteer Coordinator 706.243.2674 or email [bmann@cvrls.net](mailto:bmann@cvrls.net).

**Technical Services** – Technical Services volunteers help keep the CVRLS collection current! Volunteers remove labels and barcodes from “weeded” library materials and then pack them into boxes to be recycled or sent to Better World Books. Volunteers also help with administrative tasks.

- Thursday, February 14 ~ 10:00 AM - 12:30 PM
- Thursday, March 13 ~ 10:00 AM - 12:30 PM
- Thursday, April 10 ~ 10:00 AM - 12:30 PM

**Teen Department** – Teen Department volunteers provide homework help, assist with special events, help teens use computers and shelve books.

- Wednesday, February 13 ~ 5:00 - 6:30 PM
- Saturday, March 29 ~ 10:00 – 11:30 AM
- Wednesday, April 16 ~ 5:00 - 6:30 PM

**Genealogy** – Genealogy volunteers assist patrons with local history research and help with shelf reading and straightening bookshelves.

- Monday, February 11 ~ 10:00 – 11:30 AM
- Monday, March 10 ~ 10:00 – 11:30 AM
- Monday, April 14 ~ 10:00 – 11:30 AM

**Reference Computer Assistant** – Reference assistants help patrons with computers, printing, making computer reservations, and checking in/out laptops. Occasionally, volunteers also help shelve books.

- Wednesday, February 13 ~ 3:30 – 5:00 PM
- Wednesday, March 12 ~ 3:30 – 5:00 PM
- Wednesday, April 9 ~ 3:30 – 5:00 PM

**Circulation** – Circulation volunteers sort and shelve books and keep the “stacks” in order. Once you attend training you can shelve anytime the library is open!

- Tuesday, February 19 ~ 5:30 – 7:00 PM
- Tuesday, March 18 ~ 5:30 – 7:00 PM
- Tuesday, April 15 ~ 5:30 – 7:00 PM

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**Children's Department** - CPL Children's Department volunteers shelf books, help prepare for programs, assist customers, provide on-demand story times, and occasionally help with programs.

- Tuesday, February 12 ~ 3:00 – 4:30 PM
- Tuesday, March 11 ~ 3:00 – 4:30 PM
- Tuesday, April 8 ~ 3:00 – 4:30 PM

**Friends of Libraries Store** – As a volunteer in the Library store, you will help customers locate and purchase books and other items. Store volunteers also help stock books and sort donations. The store is completely operated by volunteers and all proceeds support library initiatives.

- Monday, February 11 ~ 2:00 – 3:00 PM
- Monday, March 10 ~ 2:00 – 3:00 PM
- Monday, April 14 ~ 2:00 – 3:00 PM

**Special Events** - Special Event volunteers help with author visits, book discussions, and other special programs. Special event volunteers typically are needed on nights or weekends and must be at least 16 years old.

- Monday, February 11 ~ 5:00 – 6:30 PM
- Monday, March 10 ~ 5:00 – 6:30 PM
- Monday, April 14 ~ 5:00 – 6:30 PM

**Popular Materials Computer Assistant** – Popular Materials volunteers help patrons with computers, printing, making computer reservations, and checking in/out laptops.

- Monday, February 11 ~ 5:00 – 6:30 PM
- Monday, March 10 ~ 5:00 – 6:30 PM
- Monday, April 14 ~ 5:00 – 6:30 PM

Volunteers are a vital part of the Chattahoochee Valley Regional Library System.

The CVRLS Volunteer Program is open to persons 14 + (we occasionally have volunteer opportunities for people as young as 12) who have time to offer on a regular basis or can be on call for special activities.

Volunteer must have a sincere desire to help others, be friendly, cooperative, adaptable, gracious, dependable and capable of performing assigned tasks.

**Volunteer  
Opportunities are also  
available at all CVRLS  
Branch Libraries  
Call Brooke Mann for  
more information  
706.243.2674**