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**What Do St. Matthew Parish Library Volunteers Do?**

Planning and Research

* Attend weekly meetings at 10:00 A.M. each Wednesday in the St. Matthew Parish Library, Room 102 of the New Life Center
* Research and choose new books and media for purchase
* Recruit and train volunteers
* Attend workshops/seminars as offered/required by the parish

Finances

* Prepare and submit purchase orders for books, media, and supplies
* Order approved books, media, and supplies
* Monitor library operating expenses
* Coordinate purchases and payments with parish business office

Book and Media Processing

* Consider books and media in compliance with library selection criteria
* Process new books and media into collection
* Cover books for preservation
* Process dedicated books and media into the collection
* Inventory collection periodically

Computer Work

* Check out/check in books/media
* Enter new and donated books and media into system
* Make Dewey labels for incoming books/media
* Create informational reports to monitor library usage

Publicity

* Write bulletin announcements promoting the Parish Library
* Create themed bulletin boards and feature supporting books/ media
* Participate in the annual Parish Ministry Fair
* Update library page on St. Matthew website
* Offer promotional materials to parishioners
* Provide story time to St. Matt T-K students

Maintenance

* Issue written and phone reminders for overdue books.
* Check shelves for proper book placement
* Maintain a clean and orderly facility
* Conduct an ongoing review of donated and worn books/media
* Update Policies/Procedures Manual
* Respond to voice and email messages