



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 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
- Update library page on St. Matthew website
- Offer promotional materials to parishioners

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